

JIMMY B. PEDROSA JR.

IT STUDENT



CONTACT

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Digos City, Davao del Sur

www.reallygreatsite.com

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- • Programming (C#, MySQL, HTML/CSS)

LANGUAGES

- English (Fluent)
- Bisaya (Fluent)
- Tagalog (Fluent)

REFERENCE

Gabo Delgado

Wardiere Inc. / CTO

Phone: 123-456-7890

Email: gabdelgado@Gmail.com



PROFILE

An aspiring IT professional with knowledge in programming, system design, and database management. Committed to producing quality work and continuously improving skills.



WORK EXPERIENCE

Tempuco School Canteen

2024 - 2025

Encoder

- Encoded and updated inventory records using Microsoft Excel
- Monitored stock levels and recorded item usage daily
- Assisted in organizing supplies and checking item availability
- Helped maintain accurate and up-to-date inventory reports
- Coordinated with canteen staff to verify data and resolve discrepancies
- Ensured proper filing and organization of inventory documents
- Helped prepare summaries for weekly or monthly inventory updates



EDUCATION

- Davao del Sur State College
Bachelor of Science in Information Technology
Expected Graduation: 2026-2027
- Digos City National High School – Senior High School
TVL-ICT Strand
Graduated: 2022-2023
- Digos City National High School – Junior High School
Graduated: 2020-2021