**JAMES BENEDICT C. ARNOCO**



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**CAREER OBJECTIVE**

* To be employed in a company that I can make use of my current skills and learn knowledge required for the job that is beneficial for both the company and myself.
* To be someone who can be reliable at all times and contribute significantly.

**PERSONAL INFORMATION**

Age: 18

Birth Date: May 19, 2006

Civil Status: Single

Religion: Roman Catholic  
 Citizenship: Filipino

**SKILLS AND QUALIFICATIONS**

**Technical Skills:**

* Proficient in Microsoft Office Software (Word, Excel, Presentation)
* Proficient in Google Workspace (Calendar, Docs, Sheets, Slides)
* Knowledge in Photoshop, Paint.net and Gimp.
* Basic Computer Troubleshooting
* Social Media Literate
* Proficient in using Computers and its Software Applications.
* Fast Typer with High Accuracy

**Personal Skills:**

* Quick Learner
* Dedication to Learn
* Adaptive
* Proficient in communicating using English in written or oral form.

**EDUCATION**

* **Tejero Elementary School (June 2012 – March 2017)**
  + Graduated – with Honors
* **Tejero National High School (June 2018 - July 2022)**
  + Graduated – with Honors
* **Asian College of Technology- International Educational Foundation** **(August 2022 – June 2024)**
  + Graduated – with High Honors

**ACHIEVEMENTS/ RESPONSIBILITIES**

* Certificate of Completing Work Immersion.
* Consistent School Achiever

**WORKING EXPERIENCE**

* **Computer Lab Assistant (Work Immersion)**
* August 2023 – September 2023