

# MAVERICK VINCE G. DIZON

## IT SUPPORT ASSISTANT / GENERALIST

APPLYING TO: SHORE360, INC



## CONTACT

📞 09399560026

✉️ vdizon499@gmail.com

📍 Mabalacat city, Pampanga

🌐 [linkedin.com/in/vincedizon](https://www.linkedin.com/in/vincedizon)

🐙 [github.com/vincedizon](https://github.com/vincedizon)

## TECHNICAL SKILLS

- Canva
- Github
- Microsoft Suite
- SQL/NoSql
- Vs Code
- OS Administration
- Networking

## SOFT SKILLS

- Discipline
- Team Player
- Communication
- Collaborative Problem-Solver
- Time Management
- Adaptability
- Reliability
- Eager Learner
- Technical Documentation
- Customer-Centric Mindset



## CAREER OBJECTIVE

Dedicated and versatile IT student seeking an OJT position as an IT Support Assistant. I am deeply eager to learn and ready to provide immediate assistance in diverse technical tasks, ranging from hands-on hardware troubleshooting to database maintenance. I pride myself on being a highly reliable team player, willing to assist wherever needed to ensure the smooth operation of company systems.



## EDUCATION

### Bachelor of Science in Informational Technology Major in Web Development

EXPECTED GRADUATION:  
2026-2027

Holy Angel University  
Relevant Courses: Database Management, Web  
Systems & Technologies

## ACADEMIC PROJECTS

### Clothing Management System (OOP Implementation)

Java-based inventory and supply chain solution designed for clothing wholesalers and suppliers. The system enables the management of diverse garment categories, stock levels and supplier contact information.

### Dynamic Company Website

A dynamic Angular enterprise portal featuring a real-time searchable Employee Directory, data-driven filtering, and a professional dark-mode UI.

### Information Management System

A NoSQL database using MongoDB, focusing on a document-oriented model. The system stores information about famous destinations in Pampanga, including their description, history, and key features.

## CERTIFICATIONS

### CRUD Operations in MongoDB

AUGUST 2025

MongoDB CRUD operations and NoSQL query design. It recognizes the ability to efficiently manage, retrieve, and optimize data for high-performance database administration.

### Back End Development and APIs Certification

SEPTEMBER 2025

The fundamentals of back end development and APIs.

### Endpoint Security(CISCO Networking Academy)

AUGUST 2025

Assess the network, operating systems, and endpoints for vulnerabilities, and how to secure the network.



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February 2, 2026

**Chiqui Mae Milag**

**Director of Talent Acquisition, Shore360, Inc.**

Philexcel Business Park, M.A. Roxas Highway, Clark Freeport Zone, Philippines

## **RE: Application for Information Technology OJT (IT Support Assistant/Generalist)**

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**Dear Ms. Milag,**

I am writing to express my strong interest in a student internship (OJT) position at Shore360 for the upcoming semester. As an IT student majoring in Web Development at Holy Angel University, I am eager to transition from classroom theory to professional practice.

While my academic background is in Web Development, my career goal is to become a versatile Information Technology Generalist. I have a strong interest in the intersection of system infrastructure and data management. I am deeply eager to learn the internal operations of a global company like yours and am willing to assist your team at any time with tasks ranging from hardware troubleshooting and PC maintenance to managing SQL database integrity.

I am particularly interested in Shore360 because of its reputation for diverse IT offshoring excellence. I am a fast learner, a dedicated team player, and I am ready to work hard to support your department's goals.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how I can be of service to your IT team.

Sincerely,

Maverick Vince G. Dizon

IT Support Assistant/Generalist

# Rubrics

Criteria	Ratings		Points
Overall Appearance This show effectiveness	<b>10 pts Excellent</b> Typed resume covers 1 page, not overcrowded. Information is organized in a way that serves the purpose of the document.	<b>1 pts Needs Improvement</b> Typed Resume does not fill the page Information is not organized in a way that serves the purpose of the document	10
Resume Content (Functional / Chronological)	<b>10 pts Excellent</b> Heading, objective, skills, experience, and education covered in detail Extra information given to enhance resume	<b>1 pts Needs Improvement</b> Missing one of the following: heading, objective, experience, or education No extra information given to enhance resume	10
Consistent & Appropriate Formatting	<b>10 pts Excellent</b> All formatting is consistent throughout the document Balanced margins with eye appeal Format highlights strengths and information Appropriate fonts and point size used with variety	<b>1 pts Needs Improvement</b> Formatting is very inconsistent and margins are inappropriate Formatting choices interfere with the purpose of the document	5
Career Objective Clarifies career interests to the reader	<b>10 pts Excellent</b> Goal and purpose are strong and clear.	<b>1 pts Needs Improvement</b> Not clear.	5
Experiences Describes relevant achievements, accomplishments, and experiences	<b>10 pts Excellent</b> Includes the name of the employer, city, state, job title and month/year of employment Bulleted statements begin with a strong action verb Experiences are in reverse chronological order The most relevant action statements are listed first Defines and quantizes skills and accomplishments	<b>1 pts Needs Improvement</b> Missing employer information Short, not detailed, and does not describe activities with clarity Does not use number to quantify scope of activities Does not follow reverse chronological	10
<b>Cover Letter</b>			
Tone & Content	<b>10 pts Excellent</b> Letter is enthusiastic and encourages the reader want to learn more about the applicant. Letter contains sentiment or information not included in the resume.	<b>1 pts Needs Improvement</b> 5-6 spelling, grammar or usage errors Letter does not follow standard formatting for a formal letter	10
Writing Mechanics / Format	<b>10 pts Excellent</b> No spelling, grammar or usage errors Letter follows all standard formatting for a formal letter	<b>1 pts Needs Improvement</b> Multiple errors; incorrect formatting.	5
Letterhead with Logo Adding Self Branding	<b>10 pts Excellent</b> The letterhead effectively integrates personal branding elements (logo, colors, typography) in a cohesive manner. logo, colors, and typography.	<b>1 pts Needs Improvement</b> Branding elements are inconsistent or do not align well with the self-branding concept.	10
			<b>Total Points: 65</b>

# Draft Logo

