

MAVERICK VINCE G. DIZON

IT SUPPORT ASSISTANT / GENERALIST

APPLYING TO: SHORE360, INC



CONTACT

- 📞 09399560026
- ✉️ vdizon499@gmail.com
- 📍 Mabalacat city, Pampanga
- 🔗 linkedin.com/in/vincedizon
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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)

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 shows effectiveness	10 pts Excellent Typed resume covers 1 page, not overcrowded. Information is organized in a way that serves the purpose of the document.	1 pts Needs Improvement 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)	10 pts Excellent Heading, objective, skills, experience, and education covered in detail Extra information given to enhance resume	1 pts Needs Improvement Missing one of the following: heading, objective, experience, or education No extra information given to enhance resume	10
Consistent & Appropriate Formatting	10 pts Excellent 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	1 pts Needs Improvement 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	10 pts Excellent Goal and purpose are strong and clear.	1 pts Needs Improvement Not clear.	5
Experiences Describes relevant achievements, accomplishments, and experiences	10 pts Excellent 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 quantifies skills and accomplishments	1 pts Needs Improvement 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
Cover Letter			
Tone & Content	10 pts Excellent Letter is enthusiastic and encourages the reader want to learn more about the applicant. Letter contains sentiment or information not included in the resume.	1 pts Needs Improvement 5-6 spelling, grammar or usage errors Letter does not follow standard formatting for a formal letter	10
Writing Mechanics / Format	10 pts Excellent No spelling, grammar or usage errors Letter follows all standard formatting for a formal letter	1 pts Needs Improvement Multiple errors; incorrect formatting.	5
Letterhead with Logo Adding Self Branding	10 pts Excellent The letterhead effectively integrates personal branding elements (logo, colors, typography) in a cohesive manner. logo, colors, and typography.	1 pts Needs Improvement Branding elements are inconsistent or do not align well with the self-branding concept.	10
			Total Points: 65

Draft Logo

