Ian Jay Emong
Bioborjan Settlers, Brgy. Rizal
Surigao City, Surigao del Norte, Philippines, 8400
Mobile Number: 09304202796
Email Address: emongianjay.ije@gmail.com

Objectives

Ambitious IT student excited to start a career journey by providing technical support in an internship setting. I am driven to develop my skills in hardware deployment and help desk services through hard work and constant learning. I bring a strong work ethic and a professional attitude, ready to assist your team with any technical challenge.

PERSONAL DETAILS

Age: 22 years old	Civil Status: Single
Date of Birth: October 26, 2003	Place of Birth: Manila
Nationality: Filipino	Religion: Roman Catholic
Height: 160 cm	Weight: 40 kgs

EDUCATION BACKGROUND

College
Bachelor of Science in Information Technology
Northeastern Mindanao Colleges, Rizal St. Surigao City
September 2022 – present

Senior High School
TVL – ICT Strand
STI College Surigao, Narciso St. Surigao City
September 2020 – June 2022

Secondary
Surigao City National High School
Brgy. San Juan, Surigao City
June 2016 – March 2020

Elementary
C.V. Diez Memorial Central Elementary School
Brgy. Washington, Roxas St. Surigao City
June 2010 – March 2016

Other Work Experience

Family Business Assistant (Sari-sari Store) / Printing Services Owner
Mariposa St. Brgy. Washington, Surigao City, Surigao del Norte
2017 – present
December 2024 – present (for printing)

- Provided direct customer service and sales transaction
- Managed inventory organization and stock flow
- Executed cashier duties and daily sales reports
- Managed and operated a small printing service: Independently managed customers/clients request for standard documents, ID photos, and custom materials (e.g., invitation cards) demonstrating proficiency in graphic layout and document formatting software (e.g., MS Word, Canva).

Skills

Technical / Hardware:
- Basic Hardware Troubleshooting
- Operating System Installation
- Basic Router Configuration
- Network Configuration (e.g., RJ45 termination)

Software / Application
- Basic Knowledge in Microsoft Office (Word)
- Basic Web Development (HTML, CSS, JavaScript)
- Digital Layout (Canva)