



## CONTACT ME



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A.S FORTUNA ST., BANILAD,  
MANDAUE CITY, CEBU

## REFERENCES

### **DOC. IRIS LAYON GULBE**

CHAIRWOMAN, BSIT  
CEBU TECHNOLOGICAL UNIVERSITY -  
DAANBANTAYAN CAMPUS  
AGUJO, DAANBANTAYAN, CEBU  
0968 261 3020

### **JECCA MAE JUGALBOT**

HR DEPARTMENT  
CEBU GENERAL SERVICES, INC.  
LILOAN, CEBU  
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## EDUCATION

**CEBU TECHNOLOGICAL UNIVERSITY -  
DAANBANTAYAN CAMPUS**  
AGUJO, DAANBANTAYAN, CEBU  
BS INFORMATION TECHNOLOGY  
2022 - 2023

**CURVA NATIONAL HIGH SCHOOL**  
CURVA, MEDELLIN, CEBU  
GENERAL ACADEMIC STRAND (GAS)  
2018 - 2019

**CURVA ELEMENTARY SCHOOL**  
CURVA, MEDELLIN, CEBU  
2012 - 2013

# ZENON N. MARU JR.



## PERSONAL INFORMATION

**BIRTH DATE** : SEPTEMBER 25, 2000

**AGE** : 23

**SEX** : MALE

**CITIZENSHIP** : FILIPINO

**BIRTHPLACE** : CURVA, MEDELLIN, CEBU

**RELIGION** : ROMAN CATHOLIC

**CIVIL STATUS** : SINGLE



## OBJECTIVES

TO ENHANCE MY SKILLS AND KNOWLEDGE ABOUT WEB DEVELOPMENT AND CODING.

I AM WILLING TO LEARN A NEW PROGRAMMING LANGUAGE TO HELP ME IMPROVE MY SKILLS & KNOWLEDGE.

I AM ALSO INTERESTED TO LEARN ABOUT TROUBLESHOOTING, COMPUTER HARDWARE AND SOFTWARE.

TO BE ABLE TO CONTRIBUTE AND LEARN NEW THINGS AT THE COMPANY.

WILLING TO UNDERGO TRAINING.



## INTERNSHIP

### **CEBU GENERAL SERVICES, INC.**

RKD. BLDG. A.S FORTUNA ST., BANILAD, MANDAUE CITY, CEBU  
ON - THE- JOB TRAINING (OJT)  
HR DEPARTMENT  
2023

#### **DUTIES & RESPONSIBILITIES:**

ASSISTING MY SUPERIOR TO CONDUCT AN INTERVIEW.

PHOTOCOPYING IMPORTANT DOCUMENTS.

INSERTING FILE DOCUMENTS.

ENCODE LACKING REQUIREMENTS OF APPLICANTS WITH MICROSOFT EXCEL.

ENDORSE APPLICANTS TO THE SYSTEM.



## PERSONAL SKILLS

ORIENTED ABOUT **MICROSOFT APPLICATION/SOFTWARE** SUCH AS:

MICROSOFT WORD

MICROSOFT OFFICE POWERPOINT

MICROSOFT EXCEL

MICROSOFT ACCESS

PHOTOSHOP EDITING

WITH A BASIC SKILLS IN **COMPUTER PROGRAMMING** SUCH AS:

HTML

CSS

JAVASCRIPT

PHP

MYSQL

JAVA