

JOHN TOBIN DELA CRUZ BORJA

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OBJECTIVE

To establish a corporate career by applying for position entailing responsibility that would command effective use of skills and knowledge that I have acquired in college, and the same time to help the company to achieve good performances and to be a good asset.

PERSONAL PROFILE

<i>Gender:</i>	Male
<i>Birthdate:</i>	June 25, 1986
<i>Height:</i>	5'3"
<i>Birth Place:</i>	Quezon City
<i>Civil Status:</i>	Married
<i>Nationality:</i>	Filipino
<i>Religion:</i>	Catholic

EDUCATIONAL ATTAINMENT

<i>Tertiary</i>	2012 - 2016 BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY STI College Quezon Ave.
<i>Vocational</i>	2006 - 2009 COMPUTER TECHNICIAN Miriam Academy for Computer Science

WORK EXPERIENCE

May 2018 - March 2020

TESTING CLERK

De La Salle University, ITEO Department

2401 Taft Avenue, Manila

Job Description: Providing assistance in the administration of the test. Profiling, encoding, counter checking and scoring of tests. Logistical preparations for testing activities. Assistance in the administration of exams.

August 2016 – May 2018

ADMINISTRATIVE ASSISTANT

Quezon City Hall – Office of the Vice Mayor

Elliptical Road, Diliman, Q.C.

Job Description: In charge of filing of documents, encoding, and other clerical work. Assist other personnel.

March 2013 – December 2015

GRAPHIC DESIGNER / OPERATOR

Amazing Looks Photobooth

Tatalon, Quezon City

Job Description: Creates graphic design and backdrop for the photobooth and also operates the photobooth system.

November 2009 – June 2012

VIDEO EDITOR/VIDEOGRAPHER

Beaver Image Maker Services

296 Quezon Ave., Q.C.

Job Description: In charge of taking video footages. And edits raw footages into final video for the said event.

ON THE JOB TRAINING

August 2014 - March 2015

Landbank of the Philippines(Head Office),Network Operations Department

M.H. Del Pilar St. Malate, Manila

May 2009 – June 2009

McCormick Philippines, Accounting Department

Panay Avenue, Quezon City

SKILLS

- Adobe Photoshop
- Adobe Premier
- Corel Video Studio
- PC Troubleshooting
- Microsoft Office

TRAINING AND SEMINARS

CAREER ENHANCEMENT TRAINING

March 16-17, 2016

STI College Quezon Ave.

NATIONAL YOUTH CONVENTION

February 8, 2013

SMX Convention Center

I hereby certify that the above information is true and correct with my best of my knowledge.

John Tobin D. Borja
Applicant