



JESSA HERNANDEZ MALDO

600 Nueve de Febrero St. Brgy, Addition Hills, Mandaluyong City
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CAREER OBJECTIVES

To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

WORK EXPERIENCE

Engineering Associate Nov 2013 – Present

Goldilocks Bakeshop Inc.
Service Engineering Department
62A Kanlaon St. Brgy. Highway Hills, Mandaluyong City

Job Tasks

- ✚ Encoding of Service Maintenance Report
- ✚ Report Generation
 - Timekeeping Report Summary
 - Meal Allowance Conversion
 - Perfect Attendance
 - Petty Cash Replenishment
- ✚ Transmittal of Confidential Documents
- ✚ Coordination of Preventive Maintenance & Corrective Maintenance Schedule between Officers and Customer (Store)
- ✚ Coordination of Projects from Engineering to Contractor
- ✚ Monitoring of Preventive Maintenance Status per month & annually
- ✚ Semi-annual generation of Man-hour Report
- ✚ Monitoring of Office Supplies & Utilities Billing
- ✚ Encashment & Distribution of Meal Allowances
- ✚ Monitoring of incoming & outgoing Petty Cash

Tools

- Microsoft Word, Excel, Powerpoint
- Adobe Photoshop
- Microsoft Power Automate, Forms, Outlook & Teams

IT Technical Support May 2012 – June 2013

MiVienda Corp. (Profriends)
14th flr. Trafalgar Plaza, HV Dela Costa St. Salcedo Village, Makati City

Tasks

- ✚ Basic Troubleshooting Computer System
- ✚ Troubleshooting of Computer Hardware
- ✚ Troubleshooting of Office Network
- ✚ Computer Assembly & Disassembly
- ✚ Structured Cabling
- ✚ Graphic Designing of Marketing Flyers
- ✚ ID Generation & Printing
- ✚ Website Editing thru Wordpress

Tools

- Adobe Photoshop & Illustrator
- CentOS Web Server

EDUCATIONAL BACKGROUND

Bachelor’s Degree

2008 – 2012

Jose Rizal University
80 Shaw Blvd. Mandaluyong City
Bachelor of Science in Information Technology

Secondary Education

2004 – 2008

Mataas na Paaralang Neptali A. Gonzales
Brgy. Mauway, Mandaluyong City

Primary Education

1996 – 2004

Nueve De Febrero Elementary School
9 de Feb. St. Brgy. Addition Hills, Mandaluyong City

TECHNICAL SKILLS

- Basic knowledge in Programming
 - Visual Basic & .Net
 - PHP
 - Java & Applet using Eclipse IDE
- Basic knowledge in Database
 - MySQL, MS Sql & MS Excel
- Advanve Knowledge
 - Microsoft Office & 365
 - Adobe Photoshop, Illustrator & Lightroom

PERSONAL INFORMATION

Age : 29 years old
 Sex : Female
 Civil Status : Single
 Birthdate : 03 September 1992
 Birthplace : Mercedes, Camarines Norte
 Height : 160.02 cm
 Weight : 154.33 lbs.

Mother’s Name : Jocelyn Hernandez Maldo
 Occupation : Housewife / Small Business Owner
 Father’s Name : Nilo Bocacao Maldo
 Occupation : Retired / Small Business Owner
 Address : Purok Dos Brgy. Colasi, Mercedes Cam. Norte

CHARACTER REFERENCES

*Available upon request.


Jessa Hernandez Maldo
 Applicant