

TO: **The Hiring Officer**

Good day,

I would like to formally submit my job application for **any job opportunity** that will fit my background and qualifications. I am a hardworking and dedicated, Professional with a Bachelor's Degree in Computer Engineering. I have 10 months of total work experience in Telecommunications Services and Local Government Services industries in the Philippines.

I am a Filipino Citizen seeking for a suitable work to apply my knowledge, skills and pursue my career under your management. I am physically fit, a quick-learner and knowledgeable and capable in handling manual and mechanical labor with the ability to correspond and follow in both oral and written instructions.

I was previously employed as a **Technician - Lineman** at Fiberhome International Technologies – One of the leaders in Tele-communications Services in Pagadian City, Philippines. Prior to that, I worked as a **Contact Tracer** under the Department of Interior and Local Government on the earlier stage of my career in in the Philippines. Where I performed my duties and responsibilities well with complete passion, hard work and an excellent performance on each role entrusted.

With years of professional hands-on experience and my educational foundation, I have acquired below core strengths, set of skills and qualifications as my stronghold for my job application:

- 10 months of total work experience in Telecommunications Services and Local Government Services industries in the Philippines.
- Proven hands-on experience as a Technician – Lineman and Contact Tracer.
- Computer Literate: Knowledgeable in basic Microsoft Office Programs other relevant applications.
- Undergone trainings and seminars for career growth and skill advancement.
- Bachelor of Science in Computer Engineering graduate.
- Excellent verbal and written communication skills.
- Proficient in operating work-related equipment, tools, programs and processes.
- Excellent organizational and time management skills.
- Exceptional ability in following Standard Operating Procedures and Safety Standards.
- Ability to interact freely with clients / superiors and resolve issues quickly.
- Capable of handling responsibilities with minimum supervision.
- Capable of learning and adapting to new challenges.
- Proficient organizational skills.
- High sense of loyalty and integrity.
- Ability to work on extended hours.
- Ability to work in a multicultural environment.
- Willing to relocate, be trained and work in Canada at the earliest possible time.

I am confident that my education, expertise, training and professional background is what sets me apart from other candidates for this job position that you require.

I look forward to discussing the position and my qualifications with you in more detail.

Thank you for your time and consideration.

Sincerely,

Jeremy Ian M. Delgra

Purok Salingsing 1, Brgy. Balintawak

Pagadian City, Philippines

+63 965 511 2066

jeremyiandelgra26@gmail.com

JEREMY IAN M. DELGRA

Purok Salingsing 1, Brgy. Balintawak
Pagadian City, Philippines
+63 965 511 2066
jeremyiandelgra26@gmail.com
Philippine Passport Holder

OBJECTIVE: I am a hardworking and dedicated, Professional with a Bachelor's Degree in Computer Engineering. I have 10 months of total work experience in Telecommunications Services and Local Government Services industries in the Philippines. Seeking for **any job opportunity** that will fit my background and qualifications.

SKILLS SUMMARY:

<u>Computer Software Programming</u>	<u>High sense of loyalty and integrity</u>
<u>Computer Networking</u>	<u>Ability to Multitask</u>
<u>Computer Hardware Assembly</u>	<u>Critical and Methodical Thinking Skills</u>
<u>Process Implementation</u>	<u>Ability to work and remain calm under pressure</u>
<u>Customer Service</u>	<u>Effective Communication Skills: Oral and Written</u>
<u>Training & Mentoring Skills</u>	<u>Interpersonal Skills</u>
<u>Organizational Skills</u>	<u>Quick-learning ability</u>
<u>Time Management</u>	<u>Leadership and Coordination Skills</u>

Computer Literate: Knowledgeable in basic Microsoft Office Programs other relevant applications.

WORK EXPERIENCE:

Position Held : **Technician - Lineman**
Company : Fiberhome International Technologies
Industry : Tele-communications Services
Location : Pagadian City, Philippines
Period : December 2, 2021 - June 10, 2022

- Installation or/and repair of voice and data lines (copper or fiber).
- Employ technical skills to effectively and solve problems.
- Employ familiarity with a variety of phone systems and be able to perform a wide range of services, from basic repair to full installation.
- Install new phone lines and DSL to residential and business offices.
- Install inside wiring and connect it to the service wires outside.
- Climb a telephone pole to complete the necessary connections.
- Installing the terminal box, which usually requires drilling holes through walls to make connections.
- Test, clean, and fix or replace faulty wiring.
- Working closely with the central office (MDF assistants), locate and analyze problems with customers' inside lines.
- Down the source of the trouble by connecting a test set to the phone line and then testing it with the central office.
- Perform running, pulling, terminating, and splicing cables; installing telecommunications equipment, routers, switches, etc; responsible for installing, relocating, disconnecting, troubleshooting and auditing cable service and ancillary equipment, if deem necessary.
- Maintains and organizes tools and materials in the assigned vehicle in order to perform required duties; report any damage or lost tools and materials.

Position Held : **Contact Tracer**
Company : Department of Interior and Local Government
Industry : Local Government Services
Location : Pagadian City, Philippines
Period : October 1, 2020 - December 31, 2020

- Coordinating contact tracing efforts with supervisors and case investigators from the Local Health Department.
- Conducting interviews in a professional manner that reflects emotional and cultural awareness.
- Collecting and recording accurate information using Customer Relationship Management (CRM) software.
- Calling newly diagnosed patients to trace individuals they had contact with and determining exposure.
- Interviewing traced contacts, assessing symptoms, and referring them for testing.
- Providing contacts with regulated information on isolation and quarantine procedures.
- Collaborating with designated local authorities in supporting the isolation and quarantine of individuals.
- Maintaining ongoing virtual communication to monitor symptoms.
- Facilitating health checks and test, as well as referring contacts to available community resources.
- Complying to all Health Department regulations, including those aimed at protecting personal information.

TRAINING & SEMINARS ATTENDED:

“CpE Technical Seminar Workshop on Wide Area Network & IP Devices”
Southern Mindanao Colleges, College of Engineering, Pagadian City, Philippines
November 17-18, 2016

“1st & 2nd Engaging in Secured Digital Solutions for Global Competence”
Dao Sports Complex, Pagadian City, Philippines
September 29, 2017

EDUCATION:

Tertiary:

Bachelor of Science in Computer Engineering
Southern Mindanao Colleges
Pagadian City, Philippines
Year Graduated : 2018

Secondary:

Holy Child Academy
Pagadian City
Philippines
Year Graduated : 2013

Primary:

Balangasan Central Elementary School
Pagadian City, Philippines
Year Graduated : 2009