

Laica Merz B. Javonillo



OBJECTIVE

Seeking a challenging and rewarding role that allows me to utilize my skills, contribute to a dynamic team, and grow both personally and professionally..

CONTACT

 Laicamerzj@gmail.com
 +639977391154
 Santiago City, Isabela, Philippines

SKILLS

- Basic knowledge of Microsoft Office (Word, Advanced Excel, Powerpoint)
- Internet and email
- Quick Learner
- Good communication skills
- Ability to work in new and challenging environment
- Project Management

TRAININGS & SEMINARS

- Red Cross Youth Training
- Leadership Training
- Cybersecurity Trends and Career Tips
- Cyber Security Awareness
- Java Algorithms and Data Structures
- Responsive Web Design For Beginners
- Bread & Pastry Production NC II
- Business Recovery and Growth Amidst the continuous challenges of the new normal
- Enhancing Skills for a Guided Career in Sync to the Modern World

REFERENCES

Hazel Dela Cruz
Operations Manager
Learghusa Philippines Immigration
+639958839637

Noriko D. Adriano
Bread and Pastry Production Instructor
+639393082096

PERSONAL INFORMATION

 Age : 23
Height : 5'2"
Civil Status : Single
Birthday : July 28, 2000
Place of Birth : Santiago City, Philippines
Nationality : Filipino

EDUCATION

- **Bachelor of Science in Computer Engineering (MAGNA CUMLAUDE)**
Malvar, Santiago City
Year 2020 – 2023
- **Bread and Pastry Production NC II**
Southern Isabela College of Arts and Trades
Calaocan, Santiago City, Isabela, Philippines
Year 2021

WORK EXPERIENCE

- **Office Productivity, Graphics, Technical Support & Networking Support (INTERN/ON-THE-JOB TRAINEE)**
(Southern Isabela Medical Center offers an immersive On-the-Job Training (OJT) program for Computer Servicing and Maintenance. Office productivity involves using software for efficient document creation, data management, and collaborative work. Graphics entails designing visual content for marketing and communication. Technical support helps users troubleshoot software and hardware issues. Networking support focuses on configuring and securing computer networks for reliable communication.)
SOUTHERN ISABELA MEDICAL CENTER
Rosario, Santiago City
May 22, 2023-July 04,2023
- **Documentation Staff**
LEARGHUSA PHILIPPINES IMMIGRATION SERVICES
(Responsible for collecting and verifying the required documents and forms from individuals seeking immigration assistance. They must ensure that all documents are complete, accurate, and in compliance with the immigration regulations and requirements. Additionally, they assist in preparing and submitting immigration applications, maintaining meticulous records, and communicating with clients to provide updates and guidance throughout the process.)
June 2022- November 2022
- **Pastry Baker (Small Business)**
RILAO
(Taking customers' cake orders, recording instructions and special requests, providing suitable recommendations on cake decorations and designs, and packaging bakery items.)
Santiago City
2021-Present