

## **De Castro, Jan Roniel F.**

Blk 24 Lot 2 Ph 7 Elliston Place, Pasong Camachille II,

General Trias, Cavite.

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### **SUMMARY STATEMENT:**

A Bachelor of Science in Information Technology graduate with experience in data entry, and human resources, seeking an opportunity to enhance skills and contribute to the efficient operation of an office.

### **EDUCATIONAL ATTAINMENT:**

#### **COLLEGE**

STI Dasmariñas

Dasmariñas, Cavite

Year Graduated: Ongoing

#### **SECONDARY**

Luis Y Ferrer Junior North

National High School

Pasong Camachile II, General Trias

Year Graduated: 2019

Kin Yang Academy

Sabang, Dasmariñas City, Cavite

Year Graduated: 2022

#### **PRIMARY**

Mambog Elementary School

Bacoar, Cavite

Year Graduated: 2010

### **WORK EXPERIENCE**

- The Hygge Tea House Server/Cashier  
Brgy. Pasong Camachile II, General Trias, Cavite  
(2020 – 2021)

- Ken-Ken Car & Motor Insurance  
Salitran Dasmaringas, Cavite  
(2025 – Present)

IT Encoder

## **AWARDS AND CERTIFICATES**

- Java Foundation June 2022
- System Administration June 2022
- Skills to Succeed Academy – Accenture November 2024

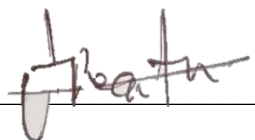
## **CORE COMPETENCIES:**

- Web Design
- Effective Communication
- Front-End Developing
- Wireframing and Prototyping
- Graphic Designing
- Proficient in MS Office applications
- Moderate computer skills

## **PERSONAL INFORMATION:**

Age: 22  
Sex: Male  
Birth Date: December 03, 2002  
Birth Place: General Trias, Philippines  
Marital Status: Single  
Nationality: Filipino

I hereby declare that the information is true and correct



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Jan Roniel F. De Castro

