

make this border black. Resumes should be b&w to look professional

INTERNSHIP OBJECTIVE

To contribute and practice what other employee can do and produce, while securing my internship learning in the field of structural engineering on oil and gas company industry.

SUMMARY

Successful completed 80 hours of on-the-job training in 2GO EXPRESS during my senior high school as an Information and communication technology student. And worked student assistant, Information and Communication Technology Services & Offices (ITSO) in my college campus. I have completed licensed on Computer Systems Servicing NC II.

SKILLS

- ~~Focusing~~
- Organization and planning
- Phone Etiquette
- Administrative Assistant Skills
- Proficiency with photocopiers, scanners, and projectors
- Accurate data entry
- Record-keeping
- Teamwork and delegation
- ~~Flexibility and efficiency~~
- ~~Responsible~~
- Research and analysis
- Strong Verbal communication
- Strong Written communication
- Active listening
- Computer skills
- Management skills
- Prioritization and problem-solving
- ~~Attention to detail~~
- Customer service skills
- Microsoft Word, Excel, PowerPoint, Access, Outlook
- Deadline setting
- Decision-making

EXPERIENCE

On the Job Trainee
City of General Trias, Cavite
2GO Group, Inc./ Jan 9 to Feb 2, 2018

- Entering data, maintaining databases and client files, managing hard copies, scanning documents and handling other data-related tasks.
- Prepares source data for computer entry by compiling and sorting information.
- Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Maintains operations by following policies and procedures and reporting needed changes.

Student Assistant
Quezon City, Cubao
Technological Institute of the Philippines ITSO/ October to March 2020

- Handling office tasks, such as filing, generating reports and presentations, and reordering supplies.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, create presentations, and conduct research.
- Greet and assist students and professors in the classrooms. Anticipate the needs of others in order to ensure their seamless and positive experience in the classroom.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Prepare memos for the damage equipment in every classrooms.
- Write and edit documents from letters to reports and instructional documents.
- Manage accounts and perform bookkeeping of borrowed projectors and computer wire cables.

EDUCATION AND TRAINING

Bachelor of Science in Civil Engineering
Technological Institute of the Philippines, *Current-2022*
Philippines, Quezon City, Cubao

Licensed Computer Systems Servicing NC II, 2018

Student Member of the NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS, 2020
Student Member of the AMERICAN SOCIETY OF CIVIL ENGINEERS, 2020
Student Member of the STRUCTURAL ENGINEERING INSTITUTE of the ASCE, 2020

double-check your text, some of these have a grey highlight to them and I'm not sure why it's highlighted

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4107, Pasong Kawayan II

South Square Village

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write in past tense
"entered, prepared,
resolved, maintained"

write in past tense
"maintained, prepared,
wrote, managed"

what kind of computer skills?
any specific softwares?

remove periods at the
end of your bullet points

typically if you are still in
school this should be at
the top of your resume

Start month/year - Current
Expected Graduation: Month 2022

*make sure to remove blank pages from your resume if there's nothing on it

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