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|  |  | **JOHN PAUL MARCAIDA** |
| Profile Innovative, loyal and hard-working with a strong commitment in delivering top quality technical services. A quick learner who is passionate in achieving the best technical support. Career objectives To obtain a challenging position with a progressive company where my work experience will have valuable application and utilization of opportunity in advancement. I would like to render my knowledge and expertise. Contact PHONE:  **+97471675496**  EMAIL:  jpcmarcaida@gmail.com Hobbies Watching comedy and substance movies  Playing basketball Contact references Rogie Lopez Kolimlim  Operations Manager |  | EDUCATIONAMA Computer College East Rizal Bachelor of Science in Information Technology  2019-2021 Techonological Institute of the Philippines Bachelor of Science in Mechanical Engineering  2017-2019 College of San Benildo Rizal 2011-2015 WORK EXPERIENCES **Admin Supervisor**  Jopam Waterproofing  November, 2021-2023  **Duties and Responsibilities:**   * Supervision on communication procedures, guidelines, and policies of the company * Promoting company’s profile and bidding project * Processing clients’ complaints and requests. * Handling phone calls for billing, inquiry, etc. * Attending client’s meeting * Supervision on Company’s Projects applying sealants, coatings and other materials to surfaces in order to prevent water from penetrating and causing damage  **SKILLS** Time management  Problem resolution  Communications  Microsoft Word  Microsoft Excel  Quick learner  Multi- tasking  Dependable and reliable  Creative problem solving  I hereby certify that all the information stated herein is true to the best of my knowledge.  **JOHN PAUL C. MARCAIDA** |
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