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|  |  | **JOHN PAUL MARCAIDA** |
| ProfileInnovative, 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 objectivesTo 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.ContactPHONE:**+97471675496**EMAIL:jpcmarcaida@gmail.comHobbiesWatching comedy and substance moviesPlaying basketballContact referencesRogie Lopez KolimlimOperations Manager |  | EDUCATIONAMA Computer College East RizalBachelor of Science in Information Technology2019-2021Techonological Institute of the PhilippinesBachelor of Science in Mechanical Engineering 2017-2019College of San Benildo Rizal2011-2015WORK EXPERIENCES**Admin Supervisor**Jopam WaterproofingNovember, 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 managementProblem resolutionCommunications Microsoft WordMicrosoft ExcelQuick learnerMulti- taskingDependable and reliableCreative problem solvingI hereby certify that all the information stated herein is true to the best of my knowledge.**JOHN PAUL C. MARCAIDA** |
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