





JAN LAWRENCE F. DOMINGO

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 #384 Rizal St. Malapit, San Isidro, Nueva Ecija

SKILLS/QUALIFICATIONS

- Literate in Microsoft application such as Microsoft Word, Excel, Power Point.
- Multitasking
- Basic knowledge in Microsoft access.
- Other Skills: Fast learner, research and customer service
- Basic knowledge on photo and video editing
- Basics of HTML/CSS/Javascript
- Troubleshooting
- Teamwork Skills
- Software Installation
- Work Ethic
- Basic knowledge on repairing hardware such as printer, cpu etc.
- Knowledge on DTR system

CAREER OBJECTIVE

- **Hardworking and friendly individual looking for a Customer Representative role to help customers, solve problems, and provide great service. Ready to use my communication skills to make sure customers have a positive experience**

WORK EXPERIENCE

Encoder/Customer Service (Citihardware) **August 2024-August 2025**

- Encoding of incoming load from distribution center and other branch
- Encoding of Damage, Excess item
- Answering the inquires of customer and Resolving the problem of the customer, assisting customer
- Daily updating the inventory of stocks
- Organizing of files and keeping the log book updated from time to time
- Ordering and maintaining fast movements stocks

Teacher Assistant (OJT-NEUST) **August 2023 - December 2023**

- Assisted with grading and maintaining student records.
- Responded to student inquiries and provided academic support.
- Assisting teachers with lesson preparation
- Providing technical and hardware support

EDUCATION HISTORY



Nueva Ecija University of Science and Technology

Bachelor of Science in Information Technology

(Major in Database)

Poblacion, San Isidro, Nueva Ecija

2018-2024



General De Jesus College

Poblacion, San Isidro, Nueva Ecija

2012-2018



Malapit East Elementary School

Malapit, San Isidro, Nueva Ecija

2006-2012

SEMINARS AND WORKSHOPS



An Introduction: Philippines Data Privacy Act of 2012

August 14, 2021

Website Advice



Artificial Intelligence and Machine Learning : Software Test Automation

August 19, 2021

Elyon Training Hub and Elyon Solutions International INC.