

JOEL N. SINAHON

H. Cabig St., Purok Manga, Brgy. Bangcas B,
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Objective:

- ✓ Find a job that suits my profession, or any job description related to my studies where I could practice my knowledge and develop my personality as a career person while utilizing my skills and learn more new things to make me very effective and best in my field.
- ✓ To leverage my combined IT and administrative skills to contribute to a dynamic and efficient work environment, providing seamless support and enhancing operational effectiveness, and contribute to the overall success of the organization.
- ✓ To apply my proven ability to manage tasks simultaneously, providing comprehensive IT and administrative support, and contributing to a positive and productive team environment within a growing company.

Personal Details:

Date of Birth	: January 26, 1994
Age	: 31yrs. old
Nationality	: Filipino
Sex	: Male
Marital Status	: Single
Religion	: Seventh-Day Adventist
Father	: Joy D. Sinahon
Occupation	: Family Driver
Mother	: Yolita N. Sinahon
Occupation	: Housewife

Educational Background:

Tertiary	: Bachelor of Science in Information Technology
	Southern Leyte State University – CAES
	Hinunangan, Southern Leyte
	2010-2018

Secondary : Canipaan National High School
Brgy. Canipaan, Hinunangan Southern Leyte
2006-2010

Elementary : Pondol Seventh-Day Adventist Elementary School
Brgy. Pondol, Hinunangan Southern Leyte
2000-2006

Key Strengths and Competencies:

- Computer literate
- Above written and verbal communication skills
- Good interpersonal skills
- Willing to do overtime job
- Willing to work under pressure
- Fast learner with a positive attitude
- Can work with little to no supervision
- Flexibility and adaptability

Skills:

- Technically proficient in Microsoft Office Applications.
- Basic knowledge in Programming like Java, HTML and PHP.
- Multimedia (Video and Photo Editing)
- Basic knowledge in Networking

Experience:

- Office Assistant (SAS Office) January 6, 2025 - Present
- Office Assistant (Supply Officer) January 8, 2024 – December 31, 2024
- Canvasser/buyer at Southern Leyte State University – Hinunangan Campus (March 22, 2022-December 31, 2023)
- Deso Technical Support Staff (2022 National and Local Election)
- Freelance Event Assistant Organizer and Coordinator (2021)
- Administrative Assistant and Logistics Officer at RCV Trading Export Company (March -September 2019)
- On-the-Job Training at the Quality Assurance Office at SLSU (June-October 2018)
- Comelec Technical Support Staff (2016 National and Local Election)
- Computer Attendant in Hanzelian Enterprise (2012-2013)
- Brgy. SK Kagawad (2010-2012)

Character References:**Mrs. Leonisa Hiponia-Cupat, MSc**

Department Head of Environmental Science
Southern Leyte State University - HC
Hinunangan, Southern Leyte
Contact No: 09103037132

Mrs. Roxan D. Pille-Plana, MSPP

SAS Head, Assistant Professor III
Southern Leyte State University - HC
Hinunangan, Southern Leyte
Contact No: 09533191021

Arch. Chris Jirah Molita

Architect and Records Officer I
Southern Leyte State University – HC
Hinunangan, Southern Leyte
09675573727

I hereby certify that above information is true and correct to the best of my knowledge and belief.


JOEL N. SINAHON