



EDWARD ABIT DE LA CRUZ

Blk 7 Lot 2 Lolita Heights Subd. Apitong, Tacloban City, Leyte

Contact no.: **09060578838**

E-mail: edward.delacruz007@gmail.com

CAREER OBJECTIVE

Seeking employment in any job position that could fully enhance my knowledge, skills and attitude and to provide opportunities for professional growth in my pursuit of a higher level of experience.

PERSONAL DETAILS

Age: 26 years old

Sex: Male

Date of Birth: June 11, 1993

Ht. /Wt.: 160 cm. / 42 kg.

Civil Status: Single

Citizenship: Filipino

Religion: Roman Catholic

EDUCATIONAL ATTAINMENT

Tertiary:

2016-2018

AMA Computer College Tacloban Campus

Bachelor of Science in Information Technology (Graduate)

Avenida Veteranos, Downtown, Tacloban City, Leyte

2010-2014

Leyte Normal University

***Bachelor of Science in Tourism, Hotel and
Restaurant Management (Graduate)***

Paterno St, Downtown, Tacloban City, Leyte

Secondary:

2006-2010

Leyte National High School

Lino Gonzaga Ave, Downtown, Tacloban City, Leyte

Primary:

2001-2006

Rizal Central School

Juan Luna St, Downtown, Tacloban City, Leyte

2000-2001

Don Vicente Quintero Memorial School

Brgy. 92 Apitong, Tacloban City, Leyte

QUALIFICATION AND ELIGIBILITY

Passed the **CAREER SERVICE PROFESSIONAL EXAM** given by the Civil Service Commission Region VIII, October 26, 2014.

**PROFESSIONAL
SKILLS**

Well motivated and willing to learn. Demonstrates aptitude in acquisition of new skills with continuous growth and development and ability to work without supervisory.

Flexible. Can work under pressure and with less supervision and functions effectively with multitasking in a fast-paced environment.

Responsible. Excellent proactive approach to work and work well, both independently and as a contributing member of the team.

Good communication and interpersonal skills. Readily develop rapport with workers and with positive attitude in dealing with peoples' cultural diversities.

**TECHNICAL
SKILLS**

Oriented in Microsoft Office Applications – Word, Excel & Powerpoint
Knows basic Computer Troubleshooting and Networking

**CHARACTER
REFERENCES**

Mr. Reenan Jay B. Salvo

Registrar

AMA Computer College Tacloban Campus

Contact No.: 09776222592

Engr. Erwin H. Salinas

Communication Navigation Surveillance Systems Officer I

Civil Aviation Authority of the Philippines Tacloban DZR Airport

Contact No.: 09985325360

Ms. Maria Joy Jasmin A. Brillo

Data Encoder

Freight Processing Outsourcing

Contact No.: 09363295099

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



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Applicant