



# KENNETH A. RAZ

Bachelor of Science in Information Technology

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Lim-ao, Kananga, Leyte

## EDUCATION

### COLLEGE

**BACHELOR OF SCIENCE IN  
INFORMATION TECHNOLOGY**

**EVSU-OCC**  
2020 - 2024

**SENIOR HIGH SCHOOL  
LIM-AO NATIONAL HIGH  
SCHOOL**

2019 - 2020

**JUNIOR HIGH SCHOOL  
LIM-AO NATIONAL HIGH  
SCHOOL**

2015 - 2018

**PRIMARY SCHOOL  
LIM-AO ELEMENTARY  
SCHOOL**

2009 - 2014

## SKILLS

- Can handle pressure task with less supervision
- Computer oriented
- Microsoft office oriented (word, powerpoint, excel etc.)
- Web Designing
- Persistent and Motivated

## PROFILE

A motivated and hardworking individual dedicated in gaining experience, utilizing skills, and contributing to the growth of the company. Eager to join in your company to learn new skills and make a positive impact within the organization. Seeking any position preferably field or office to apply and enhance my knowledge and skills.

## WORK EXPERIENCE

### LGU Kananga - Local Civil Registry Office

INTERNSHIP

**FEBRUARY - MAY 2024**

- Created a format using MS Excel for vouchers and reports and develop a new design of format for mailing and certifications of birth, marriage, and death.
- Managed there PHILCRIS system, sort and input data into their system.
- Print and Scan important documents for mailing.

## TRAININGS

- Construction Occupational Safety and Health Training for Safety Officer 2

## LANGUAGE

- English
- Tagalog
- Cebuano

## REFERENCES

Hon. William C. Florentino

Brgy. Captain

Brgy. Lim-ao, Kananga, Leyte

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