

Robert John Aguio

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PROFESSIONAL SUMMARY

Results-driven and motivated Bachelor of Science in Information Technology (BSIT) graduating student with knowledge in programming, networking, database management and system development. Proficient in completing academic and project-based assignments that developed problem-solving, analytical thinking, and teamwork. Adaptable and willing to learn new technologies, able to work effectively in fast-paced environments. Looking for an opportunity to utilize technical knowledge and develop professional experience to contribute positively to an organization.

WORK EXPERIENCE

Jun 2022 – Jan 2024

Administrative Support

City Hall of Davao City — Davao City

- Assisted in administrative and clerical tasks
- Organized and maintained records and documents
- Supported office operations and coordination
- Developed professionalism, responsibility, and workplace discipline

EDUCATION

Sy. 2022 – Present

Bachelor of Science in Information Technology

Holy Cross of Davao College, Davao City

Senior High School

Sy. 2017 – Dec 2019

University of Immaculate Conception, Davao City

With Honor

Secondary Education

Sy. 2013 – Dec 2017

Davao City National High School, Davao City

SKILLS

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- | | |
|------------------------------|--|
| • Basic Programming Concepts | • Database Management (basic concepts) |
| • Basic Troubleshooting | • System Documentation |
| • Communication Skills | • Organizational Skills |
| • Time Management | • Team Collaboration |
| • Attention to Detail | |

LANGUAGES

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- English • Tagalog • Cebuano