

MIKEE M. HIPOL

Lamut, Ifugao, Philippines
09977938512
mikeehipol1997@gmail.com

OBJECTIVE

Motivated and detail-oriented Bachelor of Science in Information Technology graduate seeking an entry-level remote position where I can apply my basic programming knowledge, computer skills, and willingness to learn while contributing to the success of the company.

EDUCATION

Bachelor of Science in Information Technology
Ifugao State University – Nayon Campus, Lamut, Ifugao
Graduated: May 2026

OJT EXPERIENCE

On-the-Job Trainee

Department of Information and Communications Technology (DICT) – Ifugao Satellite Office
Lamut, Ifugao
January 2026 – April 2026

Responsibilities

- Assisted in basic programming and troubleshooting tasks
 - Performed document encoding using Microsoft Office applications
 - Organized and maintained digital files and records
 - Assisted staff with computer-related concerns and technical tasks
 - Prepared reports and encoded important documents accurately and efficiently
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SKILLS

- Basic Programming (HTML, CSS, Java, PHP)
- Microsoft Word, Excel, and PowerPoint
- Document Encoding and Data Entry
- Computer Troubleshooting

- Basic Communication Skills
 - Teamwork and Time Management
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CERTIFICATIONS

- Certiport Certificate in Software Development
 - HTML/CSS Certification
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PERSONAL INFORMATION

- **Date of Birth:** December 17, 1997
 - **Civil Status:** Single
 - **Nationality:** Filipino
 - **Languages:** English, Filipino, Ilocano
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REFERENCES

Available upon request.