JOHN LLOYD C. FERNANDEZ

Talavera, Nueva Ecija

PROFESSIONAL SUMMARY

Information Technology graduate with hands-on government internship experience in administrative and clerical support. Skilled in data entry, document management, recordkeeping, and professional communication, with strong attention to detail and organizational skills.

CORE SKILLS:

- Administrative and Clerical Support
- Data Entry and Records Management
- Document Filing and Organization
- Document Verification and Processing
- Client Assistance and Customer Support
- Email and Phone Communication

TECHNICAL SKILLS:

- **Microsoft Office**: Word, Excel, PowerPoint
- **Google Workspace**: Docs, Sheets, Gmail
- **Design**: Canva
- **Data**: Basic Data Management

INTERNSHIP EXPERIENCE

Office Assistant (Intern)
City Treasurer's Office - Business Tax Division, Local Government Unit of Cabanatuan City
February 2025 - May 2025

- Encoded, verified, and updated records accurately while maintaining confidentiality of office information.
- Organized, scanned, filed, and managed documents to support efficient record retrieval and document processing.
- Assisted clients by responding to inquiries through in-person and digital communication.
- Processed and released official documents, including receipts and payment records.
- Supported daily administrative and clerical tasks to maintain smooth office operations.
- Assisted with document handling and record management in a government office environment.

EDUCATION

Bachelor of Science in Information Technology
Nueva Ecija University of Science and Technology (NEUST) – Sumacab Este, Cabanatuan City
2021 – 2025

- **Academic Distinction Award - 2025**

CERTIFICATION:

- Information Technology Specialist (HTML and CSS)

Certiport, a Pearson VUE business - December 2024