SHADRACH C. VALDOZ

Santa Ignacia, Tarlac, Philippines

EXPERIENCE

MISSION TECHNOLOGY SPECIALIST
The Church of Jesus Christ of Latter-day Saints — Tuguegarao City
2025

- Provided technology support and assistance to missionaries with day-to-day technical needs.
- Troubleshot technology-related issues and assisted users in resolving problems efficiently.
- Set up and prepared mobile phones for missionaries.
- Conducted inventory of mobile devices across the mission and maintained accurate records.
- Created step-by-step guides and instructions to help missionaries use technology effectively.
- Communicated with area technology engineers to coordinate technical support and resolve issues.

MISSIONARY (DISTRICT LEADER | ZONE LEADER | TRAINER)
The Church of Jesus Christ of Latter-day Saints — Tuguegarao City
2024–2026

- Provided support and guidance to individuals with different needs and backgrounds.
- Maintained organized records, notes, schedules, and information for daily responsibilities.
- Communicated regularly with individuals from diverse backgrounds.
- Provided guidance, support, and follow-up to other missionaries.

EDUCATION

2022–2024 PADAPADA NATIONAL HIGH SCHOOL Santa Ignacia, Tarlac
- **Humanities and Social Sciences**

2017-2021 PADAPADA NATIONAL HIGH SCHOOL Santa Ignacia, Tarlac
- **Junior High School**

2010–2016 SANTA IGNACIA SOUTH CENTRAL Santa Ignacia, Tarlac
- **Elementary**

ELIGIBILITY

- B2 Certificate of Language Ability
- High School Diploma

AWARD RECEIVED

- With High Honors (High School Diploma)

- 5th Place School Based Press Conference (Sports Writing Filipino)
- Outstanding Performance in Work Immersion
- Outstanding Performance in Research
- Conduct Award

SEMINARS/TRAINING ATTENDED

- English Connect for Missionaries

SKILLS

- **Inbox & Email Management:** Inbox Triaging (Inbox Zero), Gmail, MS Outlook
- **Technical Skills:** MS Word, MS Excel, MS PowerPoint, Canva, ChatGPT, Zoom, Google Meet, Google Calendar, MS Publisher,Video Editing (CapCut).
- **File Management:** Google Drive, MS OneDrive, Dropbox
- **Soft Skills:** Communication Skills (Written, Proactive, Active Listening & Note-Taking)