

IAN JAY EMONG

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PROFESSIONAL SUMMARY

Dedicated IT student with foundational knowledge of computer systems and technical support. Strong communication skills and a proactive approach to learning new technologies. Looking for an IT internship to gain hands-on experience and support day-to-day IT operations.

SKILLS

TECHNICAL SKILLS

Basic Hardware PC Troubleshooting
Operating System Installation
Basic Router Configuration
Network Configuration (e.g. RJ45 termination)

SOFTWARE SKILLS

Proficient in Microsoft Office
Basic Web Development (HTML, CSS, JavaScript)
Basic Graphic Design Layout

WORK EXPERIENCE

Student Assistant

Northeastern Mindanao Colleges – IT Department

- Performed troubleshooting, reformatting, and basic maintenance of school laptops and desktop computers
- Assisted in managing system access, digital files, and electronics records
- Supported the IT team with day to day technical and administrative tasks

Printing Service Owner

Xhieyan Printing Studio

- Operated and maintained printing equipment, ensuring proper setup, and routine maintenance
- Managed digital files, document formatting, and print ready layouts for customers
- Provided customers support and handled basic technical issues related to computers and printing systems

Business Assistant

Emong's Mini Mart /Family-Owned Business

- Supported daily business operations by assisting with administrative tasks and overall coordination
- Handled customer inquiries and provided quality customers services to ensure satisfaction
- Helped maintain smooth workflow by coordinating tasks and supporting day to day business activities

EDUCATIONAL BACKGROUND

TERTIARY

Bachelor of Science in Information Technology
Northeastern Mindanao Colleges
Rizal St. Amat Cor. Surigao City

September 2022 - present

SENIOR HIGH SCHOOL

TVL – ICT
STI College Surigao
Narciso St. Surigao City

September 2020 – June 2022

SECONDARY

Surigao City National High School
Brgy. San Juan, Surigao City

June 2016 – March 2019

PROJECTS

Capstone Project: *Startech Services Center Management System: Tracking Repairs, Clients, and Warranty Services*

Role: Frontend and Support

- A website that can request appliance repairs, track repair status, and view transaction details, improving transparency and service efficiency. Contributed to system design, implementation, and testing to improve service transparency and workflow efficiency.

TRAINING AND SEMINARS

- *Getting Started: Essential Requirements and Tools for Digital Freelancing and Virtual Assistance (Webinar, 2025)*
- *Beyond the Real-World Classroom: IT Careers and Opportunities (Webinar, 2025)*
- *Speak with Confidence: Coding Confidence into Communication (Webinar, 2025)*
- *Your First Client: How to Prepare, Apply, and Stand Out as a New VA/Freelancer (Webinar, 2025)*

LANGUAGES

- English, Tagalog, Bisaya

REFERENCE

- Available Upon Request