



# CEE JAY RAYO

INFORMATION TECHNOLOGY

## CONTACT

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058 209 7262

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Address:  
Sharjah, United Arab Emirates

## SOFT SKILLS

- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

## PERSONAL EXPERIENCE

- Date of Birth: September 19, 2022
- Nationality: Filipino
- Marital Status: Single
- Visa Status: Visit Visa

## LANGUAGES

- Tagalog
- English



## PROFILE

- Quick Learner with academic abilities and technical knowledge to succeed in different roles.
- Always ready to help others and use abilities to support team goals.
- Reliable and responsible with good communication and relationship building abilities



## EDUCATION

**Bachelor of Science in Information Technology** 2020-2025  
College Diploma | Bulacan State University

**Julian B. Sumbillo National Highschool** 2014-2020  
High School Diploma



## WORK EXPERIENCE

**Dr. Jose N. Rodriguez Memorial Hospital** FEB 2025-MAY 2025

- Manage problem calls like internet connection loss and printer paper jams.
- Repair Lan cables and reduce PC lags by reformatting or deleting some unimportant files.
- Installing important applications and files.

**Commission on Elections** NOV 2019-FEB 2020

- Organize important papers by separating expired from recent documents.
- Encoding a list of newly registered voters and assist to help them register easily.

## REFERENCE:

Character references available upon request.