



MYCA OLALIA

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SUMMARY:

Enthusiastic IT student with hands-on experience using Microsoft Office tools and a growing skill set in computer systems, documentation, and basic troubleshooting. Quick to adapt and motivated to learn emerging technologies. Seeking an OJT role where I can apply my technical abilities and support daily IT operations.

EDUCATION:

2010-2016	Elementary Dao Integrated School
2016-2020	Junior High school Dao Integrated School
2020-2022	Senior High School Dolores Notional High School
2022-2026	Bestlink College of the Philippines (BSIT)

EXPERIENCE:

Service Crew 2020-2021	Oras Restaurant – Oras Eastern Samar
Sales crew 2024-2025	Empas Store – North Caloocan, Sanjos Market

SEMINAR ATTENDED:

- Research Forum 2025: “Empowering the Future Through Research: Local Solutions to Global Challenges”
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SKILLS:

- Customer Service Experience
- Teamwork and Collaboration
- Microsoft Office
- Basic Computer Troubleshooting
- Adaptability

