



## Dominic Milo Dofredo

Lloren, Tubao, La Union  
0912-4564-116  
dominicdofredo16@gmail.com

### PERSONAL DATA

Age: 22 years old  
Date of Birth: September 28, 2001  
Gender: Male  
Civil Status: Single  
Nationality: Filipino  
Religion: Roman Catholic

### WORK EXPERIENCE

1. Company: **Global Agility Solutions**  
Position: **Data Entry Specialist**  
Role: Inputting the license plate numbers of vehicles into a system after reviewing the captured images from a toll road.  
Tenure: October 4, 2023 – April 24, 2024  
Location: 3rd Flr., Pilando Center, Magsaysay Rd., Baguio City
2. **On-The-Job Trainee**  
Company: **Municipality of Tubao**  
Department: **Treasury Office**  
Duration: July - August 2022  
Location: Poblacion, Tubao, La Union

Job Descriptions

  - Encoding daily collection records in a spreadsheet
  - Issuing receipts for documents such as medical and birth certificates, police clearances, Community Tax Certificate (Cedula), etc.
  - Printing tax clearances and tax declarations
  - Photocopying files provided by the municipal treasurer
  - Sorting files.

### EDUCATION

**Highest Education**  
Education Level: Bachelor's / College Degree  
Course: Bachelor of Science in Computer Science  
School/University: Don Mariano Marcos Memorial State University - South La Union Campus  
Location: Consolacion, Agoo, La Union  
Date: August 2019 - June 2023

### CERTIFICATION

	Certification No.	Date
National Certificate II in Computer System Servicing (TESDA)	18013302012919	November 25, 2018

### SKILLS

- Knowledgeable in developing Android apps using Kotlin and Jetpack Compose.
- Designing UI using Figma.

- Installing Windows OS.
- LAN cabling (crossover and straight-through).
- Proficient in using Word, Excel, and PowerPoint.
- Ability to work independently or as part of a team.

## REFERENCES

- Prof. Lucille N. Dacaymat      Professor  
College of Computer Science, DMMMSU-SLUC  
Consolacion, Agoo, La Union  
09275870877  
ldacaymat@dmmsu.edu.ph
- Mr. Ariel Alva                      High School Teacher  
Don Rufino Olarte Memorial National High School  
Lloren, Tubao, La Union  
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- Mr. Jay Jay C. Milo                High School Teacher  
Tubao National High School  
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