

**JANUS JOSE G. INSONG**  
694 M. L. Quezon Street  
Cabancalan, Mandaue City  
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**I. PERSONAL BACKGROUND**

Nick Name : JJ or Jay  
Date of Birth : January 31, 1979  
Place of Birth : Dipolog City  
Age : 28  
Height : 5'5"  
Weight : 73 kgs.  
Civil Status : Single  
Citizenship : Filipino  
Religion : Roman Catholic  
Languages : English, Tagalog, Cebuano, Chavacano  
Father : Jacinto D. Insong  
Occupation : Driver  
Address : Lamao, Liloy, Zamboanga del Norte  
Mother : Elvira G. Insong  
Occupation : Teacher  
Address : Lamao, Liloy, Zamboanga del Norte

**II. EDUCATIONAL BACKGROUND**

Colleges : Graduate (March 2004)  
University of Cebu Lapu-Lapu and Mandaue  
A.C. Cortes Ave., Looc, Mandaue City  
Bachelor of Science in Computer Science  
: Graduate (March 1999)  
Dipolog City Institute of Technology  
Minaog Highway, Dipolog City  
Associate in Computer Science (1998-1999)  
Secondary : Graduate (March 1995)  
Liloy National High School  
Liloy, Zamboanga del Norte  
Elementary : Graduate (March 1991)  
Liloy Central School  
Fatima, Liloy, Zamboanga del Norte

### III. SKILLS

Online Research, MS Office, HTML Programming, Dreamweaver, Editing Websites, Writing, Basic Adobe Photoshop, Computer Graphics, Assembly Language, System Analysis Design (SAD), Cisco Networking and Software Project

### IV. CERTIFICATES RECEIVED

\* 2nd Prize Winner - Essay Writing Contest (Computer Week Feb. 2003) UCLM Campus

\* Software Project (Thesis) Performer Nov 2003 – Mar 2004

\* Computer Science Active Bytes Member (Recognition Award)

### V. WORKING EXPERIENCES

January 2006 – At Present                      Search Network Marketer  
Focus Outsourcing Interactive Corporation  
Villa Angeles Apt. 2, Casuntingan  
Green Hills Road, Mandaue City

**Task Includes** – Uploading SN marketing campaigns, buy automated online media, optimizing online media accounts and bids to maximize profit, reporting, strong mathematical ability and analytical thinking, editing websites written in HTML (dreamweaver or equivalent), online research, web hosting research and more.

**Extra Skills** – Facilitate Team Building Activities (TBA) in our office.

August 2005 - January 2006                      Front Desk Staff  
BOYLA HOTEL  
Buyong, Maribago, Lapu-Lapu City

**Task Includes** – Receive and accommodate guests. Entertain them to stay more comfortable. Assist the guests respectfully. Phone receiver.

June 2004 - December 2004                      Computer Assistant  
Garsnet Internet Cafe  
Salug, Zamboanga del Norte

**Task Includes** – Assist the computer owner in an Internet Café. Handled some minor problems of the customers and inquiries.

August 1999 - August 2001

Factory Worker  
Nan Ya Plastics Corporation  
#2 Chung Yang Industrial Park  
Hsin Kang Hsiang  
Chiayi, Taiwan R.O.C.

**Task Includes** – Machine Operator, capable of handling raw material of Fiber Glass such as yarn, chemicals, boxes, tubes, plastics.

May 1999 - June 1999

On-the-job Training  
Overseas Worker Welfare Administration OWWA  
Gemini Bldg., M.J. Cuenco Ave., Cebu City

**Task Includes** – More on clerical works, assist the OWWA treasurer, printing some documents and other pertaining to computer works.

#### **VI. SEMINARS ATTENDED**

- \* Responsibility and Accountability – Mandaue Fiesta Food Venue (August 2007)
- \* Goal and Goals Setting – Focus Interactive Outsourcing (July 2006)
- \* HTML Programming University of Cebu Lapu-Lapu and Mandaue(Feb 2002)
- \* System Analysis Design (SAD) University of Cebu Lapu-Lapu and Mandaue(Feb 2003)
- \* Cisco Networking Academy University Of Cebu Lapu-Lapu and Mandaue (Feb 2004)
- \* Personality Enhancement and Communication Letter Preparation Zamboanga A.E. Colleges(Dec. 2003)

#### **VII. CHARACTER REFERENCES**

1. Miss Honeylou Samson  
Human Resource Department Staff  
Focus Interactive Outsourcing, Corporation  
Villa Angeles Apt. 2, Casuntingan  
Green Hills Road, Mandaue City

2. Mr. Nereus Baring  
Service Associate - Housekeeping  
Shangri-la Mactan  
Punta Engaño, Mactan, Lapu-Lapu City

3. Engr. Analiza B. Son  
Computer Science Dept. Head  
University of Cebu (LM)  
A.C. Cortes Ave., Looc, Mandaue City