

Dear Hiring Manager,

I am writing to express my interest in any available position within your esteemed company that aligns with my professional background and skills. With a solid foundation in Information Technology and Graphic Design, I am confident in my ability to contribute effectively to your team.

I hold a Bachelor of Science in Computer Science from Aquinas University of Legazpi, which has equipped me with a comprehensive understanding of Information Technology. My professional experience includes roles such as IT Support, Graphic Designer, Photographer, and Marketing Specialist, where I developed and honed skills in IT Tech Support, Graphic Design, Wordpress, Adobe Photoshop, Lightroom, Illustrator, and Premiere Pro. Notably, my work at Societe Real Estate involved marketing as a specialist — from photo and video shoots of luxury properties to editing and enhancing, creating 360-virtual tours, marketing online via portals and social media, landing pages, in-house tech support, and other administrative tasks. I am also assigned as MLRO — Anti Money Laundering Officer, which has prepared me well for the dynamic and challenging environment at your esteemed company.

I am impressed by your commitment to advancing this field and the impactful projects you have undertaken. I am eager to bring my strong work ethic, innovative thinking, and commitment to excellence to your team.

Enclosed is my resume, which provides further details about my qualifications. I am enthusiastic about the opportunity to discuss how my background, skills, and certifications align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to your organization and am available at your earliest convenience for an interview.

Yours sincerely,

Mikhail Carmelo Guanzon

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Portfolio: <https://www.melonworx.online>





MIKHAIL CARMELO GUANZON

IT / REAL ESTATE PHOTOGRAPHER / GRAPHIC DESIGNER

🏠 Apt. 222, Bldg. 8 The Gardens Apartments, Jebel Ali, Dubai,

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🎓 EDUCATIONAL BACKGROUND

Bachelor of Science in Computer Science

Aquinas University of Legazpi
2003-2008

⚙️ TECHNICAL ILIGIBILITY

National Certificate in Computer Hardware Servicing (National Certificate Level II)

Technical Education and Skills
Development Authority
No. 080501022041

💻 SOFTWARES

Web Development & Web Graphics

Wordpress	● ● ● ● ●
Adobe Photoshop	● ● ● ● ●
Adobe Light Room	● ● ● ● ●
Adobe Dreamweaver	● ● ● ● ●
Adobe Illustrator	● ● ● ● ●

Video Editing

Adobe Premiere Pro	● ● ● ● ●
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Office Productivity

Microsoft Office / Open Office / Google Docs

Operating Systems

Mac OSX, Microsoft Windows, Linux

OTHER SKILLS

Photography / Videography

UAE Driving License Manual / Automatic

👛 UAE WORK EXPERIENCE (UAE)

Société Real Estate

Marketing Specialist
April 2021 - Present

PH Real Estate

Graphic Designer / Photographer
February 2020 - July 2020

Lannhill Real Estate / One Broker Group

IT Coordinator
June 2016 - February 2020

Trimeta Real Estate

Systems Administrator
Graphic Designer / Photographer
February 2015 - October 2015

WORK EXPERIENCE (Philippines)

Cygnnet Energy and Power Asia, Inc.

IT Specialist
January 2014 - November 2014

ASHA Group of Companies

Web Developer
February 2012 - January 2014

Healing Eucharist Inc. (TV Mass)

IT Staff
April 2010 - January 2014

Infotech Systems Development Colleges

Department Head
Computer Technician Department
June 2009 - March 2010

City Government of Ligao

Administrative Aide - IT
July 2008 - June 2009