**BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**

**OBJECTIVE**

To obtain a position that will enable me to use my knowledge and skills in the field of IT and be an asset of the company.

**TECHNICAL SKILLS**

* + Computer Literate
  + Excellent knowledge in Microsoft applications (Word, Excel, PowerPoint, FrontPage,)
  + Basic Photo editing (Adobe Photoshop)
  + Video and Audio Production and Editing skills (windows movie maker)
  + Knowledgeable in hardware and software installation and utilization
* Knowledgeable in Network/Router Configuration, Computer Networking, Cabling
* Knowledgeable in Windows Server 2012 Setup and Maintenance
* Knows basic and complex troubleshooting
* Knowledgeable in utilizing Macromedia Dreamweaver, Macromedia Flash
* Basic Programming ( SQL, HTML, DBMS, JOOMLA WEBSITE)

**WORK EXPERIENCE**

**Project Assistant III (August 2015 – February 2016)**

Philippine Textile Research Institute

General Santos Avenue, Bicutan, Taguig City

* Under supervision, maintain and prepare documentation of PTRI website
* Conduct troubleshooting of the computer system.
* Assist in the development of industry profile management information system
* Assist in coordination and monitoring of the activities of the project.
* Perform other duties that may be assigned from time to time

**Clerk 2 (March 2014 – July 2015)**

National Academy of Science and Technology, Philippines

3/Level Science Heritage Building, DOST Compound, Bicutan, Taguig City

* Assist in the proper implementation of the project DGOAST such as preparation of announcements, materials for meetings and logistic requirements for the project’s activities;
* Monitor and update information in the NAST website concerning the awards and awardees;
* Assist in the procurement needs of the project;
* Perform clerical and administrative duties such as processing of incoming and outgoing mails;
* Maintain systematic files of documents regarding the project;
* Perform messenger duties and other related task assigned from time to time.

**Computer Operator I (02 April 2012 – February 2014)**

National Academy of Science and Technology, Philippines

3/Level Science Heritage Building, DOST Compound, Bicutan, Taguig City

* Development and maintenance of a database of all the NAST Publications and information materials (include scanning encoding creating files in PDF format, etc.);
* Assist the contracted Librarian in the indexing cataloguing and in filing the publications and information materials;
* Work closely with the Project Leader and other project staff to ensure that the objectives of the projects/activities are carried out;
* Assist in the implementation of the various activities under the project “Digitization of Publications and Other Media Available at the Specialist Library of the National Academy of Science and Technology”, (i.e., putting up of the NAST Specialist Library Online in-sync with the Philippine e-lib);
* Perform other duties assigned from time to time.

**On- the- Job Training**

Technical Support in Synergia

7F Tower 1, Rockwell Business Center, Block 4 Meralco Compound

Ortigas Avenue, Pasig City, Philippines 1600

**SEMINAR ATTENDED**

**Hands on Training on the Use of Thomson Innovation Database Training**

26 March 2014

University of the Philippines Diliman

**Basic Joomla Training**

16-19 December 2013/National Academy of Science and Technology and Philippine Science Heritage Center

Bicutan, Taguig City

**Web Application using asp.net**

07 July 2010/ Lyceum of the Philippines University – Batangas

Lima, Batangas

**Personality Development Seminar**

13 January 2011/ Lyceum of the Philippines University- Main Campus

Capitol Site, Batangas City

**Philippine Youth Congress in Information Technology 2009**

10 September 2009/ University Theatre, UP Film Institute

UP Diliman, Diliman Quezon City

**EDUCATIONAL BACKGROUND**

TERTIARY : **Bachelor of Science in Information Technology**

**Lyceum of the Philippines University – Batangas**

**(2007-2011)**

Capitol Site, Batangas City

Philippines

: **Computer Technician**

**MSC Institute of Technology (2005-2007)**

San Pablo City, Laguna

Philippines

SECONDARY : **Laguna College (2001-2005)**

San Pablo City, Laguna

Philippines

PRIMARY : **San Pablo Central School (1995-2001)**

San Pablo City, Laguna

Philippines

**PERSONAL DATA**

BIRTH DATE : March 12, 1987

AGE : 29

SEX : Male

HEIGHT : 5’6”

WEIGHT : 68 kg.

CITIZENSHIP : Filipino

STATUS : Single

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

