**Mary**

[**Mary.333660@2freemail.com**](mailto:Mary.333660@2freemail.com)

**Objective**

To secure myself a highly motivating and self-rewarding position where my knowledge, skills, experiences and capabilities will be used to its potential and be enhanced in the process.

**Work Experience**

**Technical Assistant/I.T. Staff**

NICC Doctors Hospital

Roxas Ave. Diversion Rd.

Naga City, Philippines

March 2013- October 20, 2016

* Provided direct assistance in software use and data management to all functional areas;
* Assisted in delivering computer systems, maintained and provided user support
* Served as technical consultant for Hospital Information Systems; Material Management and Financial Management System.
* Responsible for solving crucial issues and operational problems that occur in the Hospital systems.
* Performed system diagnosis, repairs and updates to ensure data integrity and reliability of the information systems.
* Facilitated in the generation of reports required or needed by other department that involves the Hospital System.
* Responsible for the security, maintenance and upkeep of NICC servers and workstations
* Installed, configured, monitored and maintained network clients

**Purchasing Assistant/Store Keeper & Inventory Assistant**

* Received, stored, issued and delivered medicines, supplies and equipment;
* Received and maintains record of office or medical supplies for replacement.
* Maintained stock inventory records and assisted in routine purchasing;
* Maintained storeroom inventory levels including purchase of special order supplies;
* Observes proper labeling of supplies and proper storage in the stockroom
* Coordinated annual physical inventory;
* Assisted in providing training to other departmental personnel on purchasing procedures;
* Inputs items and their specifications in the system
* Generate Reports to all functional areas
* Acted as Purchasing Manager in his/her absence
* Performed other duties as assigned.

**I.T. Staff**

**Bicol Access Health Centrum**

Central Business District II

Naga City, Philippines

January 2012 – November 30, 2012

* Responsible for monitoring system of each centers and looking after the Network Operation Center (NOC)
* Provided direct assistance in software use and data management
* Responsible for conventional IT security and data assurance
* Coordinated with the IT Consultant on urgent and immediate IT concerns;
* Provided basic troubleshooting solutions to network and computer problems;

**Educational Background**

**Bachelor of Science in Computer Science**

University of Nueva Caceres

Naga City, Philippines

March 2011

**Skills**

* Proficiency in programming languages (C++, Visual Basic, My sql) and computer operating systems
* Database management (Relational and Operational Database)
* MS Office Application (Word, Excel, PowerPoint)
* Network configuration and computer troubleshooting

**Seminars and Trainings Attended:**

**PHP Seminar** December 14, 2010

Jaime Hernadez Bldg. Rm.23

University of Nueva Caceres, Naga City, 4400, Philippines

**Philippine Youth Congress in Information Technology 2010** September 14-16, 2010

University of the Philippines Diliman, Quezon City, Philippines

**Basic Photography Seminar** August 6, 2010

Jaime Hernadez Bldg. Rm.22

University of Nueva Caceres, Naga City, 4400, Philippines

**Basic Computer Etiquettes** February 24, 2010

Instructional Media Center

University of Nueva Caceres, Naga City, 4400, Philippines