**Rona**

**Rona.334467@2freemail.com**

**Professional Profile**

• CCNAX 2015 with Juniper + Fiber Optics + VoIP (Certified Cisco Network Associate) Proficient in Microsoft 2010 & 2012 Word, Excel and PowerPoint.

• Configure, verify and troubleshoot a switch with VLANs and inter switch Communications.

• Knowledge in various computer graphic software.

**Professional Experience**

**ADMIN ASSISTANT & PROJECT COORDINATOR**,

***Makers,*** Quezon City, Manila, Philippines

May 01, 2014 to October 30, 2016

• Managed the installation of various computer and kitchen stainless steel fabs and equipment’s in

assigned stores.

• Submitted daily reports on the progress of the installation work from Store Ready Check up to the opening of the assigned branch.

• Facilitate in encoding materials, and troubleshooting of computers.

• Checking computer equipment for electrical safety

• Repairing equipment and replacing parts supervising junior engineering and technical staff obtaining replacement or specialist components, fixtures or fittings

• Setting up accounts for staff, ensuring that they know how to log in

• Responding to breakdowns investigating, diagnosing and solving computer software and hardware faults

• Assist in the grand opening of the assigned branch

**IT SUPPORT ASSISTANT**,

***Belmonte’s Office,***Quezon City, Manila, Philippines

June 2010 and June 2013 (Part time & Seasonal)

• Provides clerical, secretarial, billing, and general office support for staff; types various correspondence and reports from rough draft and compiled data; researches and gathers materials; assembles reports; maintains and retrieves database information; completes forms and requisitions; maintains lists.

• Installing and configuring computer hardware, software, systems, networks, printers and scanners

• Planning and undertaking scheduled maintenance upgrades

• Maintaining records of software licences

• Managing stocks of equipment, consumables and other supplies.

• Coordinates appointments; arranges meetings; assists with special events; provides information, including policies and procedures; may supervise, and oversee activities.

**ORION INDUSTRIES,**

***Factory worker*,** Quezon City, Manila, Philippines

January 4, 2010 to February 22, 2010

**JOLLIBEE FOODS CORPORATION,**

***Service Crew,*** Quezon City, Manila, Philippines

December 9, 2008 to May 9, 2009

**Education / Licensure Certified Cisco Network Associate Course, Training** CCNAX 2015 with Juniper + Fiber Optics + VoIP Rivan IT Training Systems, Manila, Philippines November 2015

**Bachelor of Science in Information Technology**

STI College – Munoz EDSA

T&K Bldg. Cor. Congressional Avenue Quezon City

June 2011- May 2015

**Bachelor of Science in Nursing (Undergraduate)**

Nueva Ecija Colleges

Cabanatuan City

2007

**Certification/Seminars Attended:**

• **The 17th National Youth Conventional,** February 8, 2012

• **Employment Preparation Workshop(EPW),** January 18-19, 2015

• **Moneyversity, F**ebruary 9, 2015

• **Teen Empowerment Workshop,** February 13, 2013

**Personal Information**

Birth date/Birthplace: **December 10, 1987/ Quezon City**

Civil Status:/Gender **Single / Female**

Height / Weight: **152.4cm / 90 lbs.**

Religion: **Christian**

Visa Status: **VisitVisa**

**Skills**

• Computer literate; Knowledge in software and window programs

• Organizational and Leadership skills; Creative writing and Craft, Driving

• Very good in verbal and non-verbal communications

*I hereby certify on my honour that the above information is true and correct to the best of my knowledge & belief.*