ERIC

[ERIC.335072@2freemail.com](mailto:ERIC.335072@2freemail.com)

**EDUCATIONAL ATTAINMENT**

Tertiary : **Bachelor of Science Information Technology**

**Quezon City Polytechnic University**

San Bartolome, Novaliches Quezon City

2008-2012

Secondary : **Villazar National High School**

North Villazar Sipocot Camarines Sur

Year Graduated: 2008

Primary : **North Villazar Elementary School**

North Villazar Sipocot Camarines Sur

Year Graduated: 2004

**WORK EXPERIENCES**

**NATIONAL MEAT INSPECTION SERVICES**

IT Assistant

Visayas ave Quezon City

On-the-Job-Training (OJT)

* To diagnose and resolve software and hardware incident.
* To accurately record, update documents.
* To install and configure new equipment.
* To resolve incidents and upgrade different types of hardware and software.

**Philippine Long Distance Telecommunication (PLDT)**

Operations Database Support Assistant (ODSA)

PLDT Diliman Central Office

*July 2012 – December 2016*

**CLARITY INTERNATIONAL SYSTEM**

* Check and verify all the address or location of the subscriber
* Change node/port of NGN and FTTH
* Create a Circuit Using Clarity(Design Circuit)
* Facility Assignment
* CID Creation / Creating of new address in the system
* Service Order Processing
* PPGIS / Locating facility via satellite system

**SKILLS**

Knowledgeable in:

* Microsoft Word, PowerPoint, Excel, Outlook
* Windows XP,7 and 8 Operating System
* Html/vb.net and PHP
* Computer Literate
* Installation of Applications
* Networking
* Telephone and Internet installation
* Troubleshooting
* Can set up and configures desktop computers, peripherals and accounts
* Troubleshoots, diagnoses problems, implements corrective action procedures within prescribed guidelines and/or escalates to other technical resources as appropriate
* Transfers computer files between platforms

**PERSONAL**

Date of Birth : October 9, 1991

Place of Birth : Sipocot Camarines Sur

Age : 25 year old

Civil Status : Single

Religion : Born Again Christian