

Rodney

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I.T. Support / Admin Staff / Any

# OBJECTIVES

To obtain a position where I can learn new skills and use my knowledge in Information Technology that can contribute to the company’s development as well as to my personal development.

# EDUCATION

* **Bachelor of Science in Information Technology**

Cavite State University – Philippines

2011- 2015

* **Information Technology Major in Computer Technician**

Imus Computer College – Philippines

2009 – 2011

# SKILLS

* Multi-tasking with high level of discretion and judgement
* Good computer skills including Word, Excel, MS Outlook, PowerPoint
* Good typing and keyboard skills.
* Attention to detail and high level of accuracy.
* Excellent Interpersonal & Communication skills
* A meticulous and methodical nature
* Capable of working well under pressure
* Enthusiasm to be continually learning
* Knowledge in Photoshop & SketchUp

# WORK EXPERIENCE

***OCWEN FINANCIAL CORPORATION - JULY 2015 – JULY2016***

***IT & Admin Support***

* installing and configuring computer hardware, software, systems, networks, printers and scanners
* planning and undertaking scheduled maintenance upgrades
* talking to clients and computer users to determine the nature of problems
* responding to breakdowns
* investigating, diagnosing and solving computer software and hardware faults
* repairing equipment and replacing parts
* agreeing timescales
* obtaining replacement or specialist components, fixtures or fittings
* checking computer equipment for electrical safety
* maintaining records of software licenses
* managing stocks of equipment, consumables and other supplies
* Carrying administrative duties such as filing, typing, copying, binding, scanning etc.
* Organize and provide documents, reports and information to department and external clients in an useful and well-organized manner
* Create and maintain active files

# PROFILE

* Age: 24 years old
* Nationality: Filipino
* Status: Single
* Visa Status: Visit Visa (90 Days)

# SEMINARS ATTENDED

* Tech Tutor 5 “The Gamification of Education” -
* “iOS and Android” and “My Image to Animation using After Effects”
* Tech Tutor 3 “Paradigm Shift in ICT Learning to Reach the Unreached”
* “An Introduction to Adobe Graphics Application”
* Organized by Informatics and Sm Supermalls Global Pinoy