Chunchen

[Chunchen.339826@2freemail.com](mailto:Chunchen.339826@2freemail.com) 

Career Objective

To enter in a dynamic and progressive company where my skills and capabilities can be honed and utilized.



Position Applied for:

IT-Computer Technician/ IT-Hardware and Software Servicing Specialist/ IT-Networking Specialist/ Data Encoder/ Office Staff/ Computer Related Works.



UNIVESAL SPECIALTY MEDICAL CENTER

*Computer Operator (Present Work)*

*November 2016 – January 2017*

*UAE Abu Dhabi*

Computer Operator

* Set controls on computers and peripheral devices.
* Run computer tasks.
* Maintain logbooks or records for job runs.
* List malfunctions that occur during shift.
* Perform maintenance tasks such as checking for viruses.
* Upgrading software, and other basic maintenance.



Work Experience

CHOCOLATIER CAFFAREL STORE, INC.

*STORE MANAGER, IT- MAINTENANCE*

*April 2012 – May 2015*

As a Store Manager

* Completes store operational requirements by scheduling and assigning employees; following up on work results.
* Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
* Identifies current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements.
* Secures merchandise by implementing security systems and measures.
* Protects employees and customers by providing a safe and clean store environment.
* Maintains the stability and reputation of the store by complying with legal requirements.
* Determines marketing strategy changes by reviewing operating and financial statements and departmental sales records.
* Contributes to team effort by accomplishing related results as needed.

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As an IT-Network Maintenance

* Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers.
* Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems.
* Install and support LANs, WANs, network segments, and internet systems.
* Install and maintain network hardware and software.

JFS PRECISION TECHNOLOGY CORPORATION

*IT-NETWORK ADMINISTRATOR*

*June 2009 – March 2012*

As an IT-Network Administrator

* Install and support LANs, WANs, network segments, Internet, and intranet systems.
* Install and maintain network hardware and software.
* Identify user needs, analyze and isolate issues.
* Monitor networks to ensure security and availability to specific users.
* Evaluate and modify system's performance.
* Determine network and system requirements.
* Maintain integrity of the network, server deployment, and security.
* Ensure network connectivity throughout a company's LAN/WAN infrastructure is on par with technical considerations.
* Design and deploy networks, then perform network address assignment.
* Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers.

AGUSAN DEL SUR PROVINCIAL CAPITOL

*INFORMATION TECHNOLOGY TECHNICAL SUPPORT Trainee*

*April 2008 – June 2008*

As an IT Technical Support

* Installing and configuring computer hardware operating systems and applications;
* Monitoring and maintaining computer systems and networks;
* Talking staff or clients through a series of actions, either face to face or over the telephone to help set up systems or resolve issues;
* Troubleshooting system and network problems and diagnosing and solving hardware or software faults;
* Replacing computer parts as required;
* Providing support, including procedural documentation and relevant reports;
* Following diagrams and written instructions to repair a fault or set up a system;
* Supporting the roll-out of new applications;
* Setting up new users' accounts and profiles and dealing with password issues;
* Responding within agreed time limits to call-outs;
* Working continuously on a task until completion (or referral to third parties, if appropriate);
* Prioritizing and managing many open cases at one time;
* Rapidly establishing a good working relationship with customers and other professionals, e.g., software developers;
* Testing and evaluating new technology;
* Conducting electrical safety checks on computer equipment.

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Educational Background:

INSTITUTE: ***AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY***

DEGREE: *Bachelor of Science in Information Technology*

GRADUATED: 2009

INSTITUTE: ***TESDA*** *(Technical Education & Skills Development Authority)* DIPLOMA: *Diploma in Computer Hardware Servicing NC II*

GRADUATED: 2009

Core Skills

* Visual Basic Programming
* Basic Language Programming (Java, C++, Turbo C, SQL)
* Computer Hardware and Software Servicing
* Photoshop Editing and Designing
* MS Excel, MS Word, MS PowerPoint
* Good communication skills
* Typing Excellence

Certificates & Trainings:

COMPUTER HARDWARE SERVICING NC II

*(Republic of the Philippines) Technical Education & Skills Development Authority*

Certificate No. 09330202004694

Issued On: October 9, 2009

TOPICS:

* “Participate in Workplace Communication”
* “Work in team Environment”
* “Practice Career Professionalism”
* “Practice Occupational Health and Safety”
* “Apply Quality Standards”
* “Perform computer operations”
* “Perform mensuration and calculation”
* “Prepare and interpret technical drawings”
* “Use hand tools”
* “Terminate and connect electrical; wiring and electronics circuits”
* “Installs computer system and networks”
* “Diagnose and troubleshoot computer systems”
* “Configure computer system and networks”
* “Maintain computer system and networks”

5th MINDANAO STUDENTS’ INFORMATION TECHNOLOGY EDUCATION (MSITE’07) Conference

*NCCC Mall of Davao Exhibition Center, MacArthur Highway cor. Maa Road, Davao City.*

TOPICS:

* “3D Designing”
* “Enhancement GOOGLE Philippines”

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Personal Information

DATE OF BIRTH: May 28, 1988

PLACE OF BIRTH: Trento, Agusan del Sur, Philippines

STATUS: Single

NATIONALITY: Filipino

LANGUAGE: Tagalog/English/**ARABIC**

References

* Available upon request

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