

 **DARELL**

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OBJECTIVES:

* Seeking an entry level position, where there is an opportunity to exhibit.
* Strengthens and enhance skills while striving to grow professionally.

WORKING EXPERIENCE:

* **NETWORK EMBASSY**

Computer Technician / Café Attendant

November 14, 2012 – October 31, 2016

**DUTIES AND RESPONSIBILITIES:**

* + Maintain cleanliness of computers.
	+ Accept computer repairs from customers.
	+ Accept typing jobs and invitation layouts.
	+ Checking and monitor of computer accessories stocks.
	+ Set up hardware and install and configure software and drivers.
	+ Maintain and repair technological equipment (e.g. routers) or peripheral devices.
	+ Install well-functioning LAN/WAN and other networks and manage components (servers, IPs etc.).
	+ Manage security options and software in computers and networks to maintain privacy and protection from attacks.
	+ Perform regular upgrades to ensure systems remain updated.
	+ Troubleshoot system failures or bugs and provide solutions to restore functionality.
	+ Arrange maintenance sessions to discover and mend inefficiencies.
	+ Keep records of repairs and fixes for future reference.
	+ Offer timely technical support and teach users how to utilize computers correctly.
* **ROBINSON APPLIANCES**

Salesclerk (Samsung)

**ACE PROMOTION AGENCY**

October 2011 – December 2011

**DUTIES AND RESPONSIBILITIES:**

* + Smile and greet customers when they arrive at the store and ask if they need assistance
	+ Suggest upsell items to customers based on the items they have chosen
	+ Execute special orders for items that are not in stock or that we do not carry
	+ Call other stores when necessary to find items in stock
	+ Replace merchandise on the shelves, paying special attention to end caps
	+ Arrange special sale and clearance items at the front of the store for maximum visibility
	+ Build rapport with customers and provide them with genuine guidance and support
	+ Train new sales staff as needed by management

SKILLS:

* Computer Literate and Internet Savvy
* Proficient in Microsoft Office
* Knowledgeable in Adobe Photoshop
* Able to perform activities systematically in a time manner.
* Able to communicate using both English and Filipino language.
* Able to work according to procedures, regulation and rules.
* Able to work independently or in a group.
* Responsible for other duties as assigned and flexible in work.

EDUCATIONAL BACKGROUND:

**Tertiary** : **CLCC INSTITUTE OF COMPUTER ARTS**

**AND TECHNOLOGY**

 **Course** :Computer Technician (undergrad)

 S.Y. 2007 - 2008

**Secondary** : **LEMNAHIS**

S.Y. 2006 – 2007 Calapan City, Oriental Mindoro

**Primary ADRIATICO MEMORIAL SCHOOL**

S.Y. 2001 – 2002 Calapan City Oriental Mindoro