

**DARELL**

[**DARELL.363870@2freemail.com**](mailto:DARELL.363870@2freemail.com)

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