**REGENEO**

**REGENEO.365893@2freemail.com**

**PERSONAL INFORMATION:**

Age : 29

Birthday : April 13 1988

Civil Status : Single

Gender : Male

Citizenship : Filipino

**EDUCATIONAL BACKGROUND:**

**Bachelor of Science in Information Management**

University of Perpetual Help System Laguna

Sto. Niño.,Biñan City.,Laguna

June 2006 – April 2010

**PROFESSIONAL EXPERIENCE:**

**I.T - COMPUTER LABORATORY ASSISTANT**

DE LA SALLE UNIVERSITY- SCIENCE and TECHNOLOGY COMPLEX

December 2013 – December 2016

**Job Duties:**

An IT assistant's duties include configuring hardware and software, setting up peripherals such as printers or routers, repairing equipment, and providing daily support for computer network users. Assistants may work at a help desk, answering calls and e-mails regarding the computer network or communication systems. They may also be responsible for writing reports, tracking inventory. ,Etc.

**Detailed Work Description:**

* Acts as first point of contact to all computer laboratory users by responding to questions and inquires.
* Performs a Computer assembling and maintenance.
* Performs a Troubleshooting hardware and software problems.
* Performs a Installing and configuring the peripherals, components and drivers
* Performs a Installing software and application to user standards
* Configuring and troubleshooting desktops, laptops
* Performs a Monitoring the Common PC’s using the Net Support System.
* Cloning and Configuration of the Computers to one another Computer.
* Installation of Operating System such as Windows XP, Windows Vista, Windows 7 and Windows 8
* Ensures that all equipment is treated with proper care and is not removed without proper authorization.
* Logs equipment damage and malfunctions with management.
* Records required statistical information for reporting purposes.
* Provides assistance and support for printers, computers, and other equipment.
* Investigate user problems and needs, identify their source, and determine possible solutions.
* Analyze user project proposals to include identifying potential problem areas and recommend optimum approaches for project path.
* Participate in the development, implementation, installation, and testing of applications software.
* Provide system level support for computer software and classroom computer equipment used to conduct workshops.
* Assist personnel of other departments as a computer resource.
* Maintains and monitors computers laboratory operations by providing assistance to users with reliable solution to computer software and hardware problems
* Performs others duties and responsibilities analogous, germane, or related to and / or implied from the above enumeration of duties and responsibilities
* Monitors the daily activities in the computer laboratory facility assigned and ensure that the room is kept secure at all times

**OTHER WORK EXPERIENCES:**

**OFFICE CLERK - CLAIMS\DOCUMENTATION**

INTELLICARE ASALUS CORPORATION (CTR., INC - Agency)

APRIL 2012 – NOV. 2013

**Detailed Work Description:**

* Scans sorted Claims Documents thru system’s assigned batch numbers weekly on rotation schedule
* Sorts all TPA claims documents received per group, per account, per year, per contract and per member’s surname; Segregates Dental and Reimbursement “Claim Type” including special accounts from regular TPA claims documents monthly on rotation schedule.
* Receives and checks TPA claims documents from Claims - PR section and Reimbursement Section from time to time.
* Reconcile each accounts which are not received due to no approval, no pr or with pr but not transmitted to us

**DOUGH MASTER**

PIZZA HUT INC., ENCHANTED KINGDOM (BRANCH)

AUGUST 2010 – FEB.2011

**Detailed Work Description:**

* Check production schedule to determine variety and quantity of goods to bake.
* Monitor baking process to identify needed adjustments.
* Get information from production schedules and recipes.
* Control mixing processes and oven controls.
* Implement products by following recipes or creating new ones.

**CREDENTIAL & CERTIFICATES:**

* **Google for Education Basics Exam**

De La Salle – Science and Technology Complex

* **Model Employee 2012** Claims Department

IntelliCare Asalus Corp.