

**CLEO** **CLEO.369003@2freemail.com**

**OBJECTIVE:**

I’m currently looking for job to seek a challenging opportunity whereby my technical skills, knowledge and experiences in the field of Information Technology that will be effectively utilized for the overall development of the company as well as my career.

**PERSONAL DATA**

Age: 21 years old

Civil Status: Single

Nationality: Filipino

Religion: Catholic

**SKILLS**

* Proficient in Microsoft Office Applications such as:
* Microsoft Office Word
* Microsoft Office PowerPoint
* Microsoft Office Access
* Microsoft Visio
* Microsoft Excel
* Basic knowledge in PC Troubleshooting and Networking
* Basic knowledge in Adobe Flash
* Basic knowledge in Programming
* Basic knowledge in Photo Editing Using Adobe Photoshop
* Basic Knowledge in Active Directory and change VLAN
* Knowledge in creating a Database
* Knowledge of Using NAV system

**EDUCATION:**

Tertiary:

2070 BDO Bldg., Claro M.

Recto Avenue. Quiapo, Manila

Graduated

Informatics College Manila

B.S. Information Technology

SPi CRM Inc.

(Formerly ePLDTVentus, Inc.)

Jan to September 14, 2015

**EXPERIENCES**

 ***On the Job Trainee***

**Technical Support**

**Job Description**

1. smooth running of computer systems and ensuring users get maximum benefits
2. monitoring and maintaining computer systems and networks;
3. 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;
4. troubleshooting system and network problems and diagnosing and solving hardware or software faults;
5. replacing parts as required;
6. setting up new users' accounts and profiles and dealing with password issues;
7. responding within agreed time limits to call-outs;
8. working continuously on a task until completion (or referral to third parties, if appropriate);
9. prioritizing and managing many open cases at one time;

**NAV Encoder& Document**

**Controller**

Sta.Clara International Corp

SemphilP4 Project

January to December 2016

**Job Description**

1. Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
2. Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.
3. Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
4. Verifies entered customer and account data by reviewing, correcting, deleting, or re-entering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data
5. Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence
6. Input document data into the standard registers ensuring that the information is accurate and up to date.
7. Generate the various document control reports as required.
8. Typing of site documents, and follow up of all the site needs
9. Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
10. Maintain the files and control logs as required by the project
11. Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability

January 30, 2017 to April 15, 2017

Alsons / AWS Information System Inc.

**Project Management Office Assistant**

**& Document Controller**

**Job Description**

1. Create a Weekly Apps Report and Decks (PowerPoint Presentation about information of arrived and resolve incident tickets for a software problem that user encountered)
2. Create CDART Report (Gather the data needs for CDART. and encode and upload it into my wizard Site).
3. Audit Incident Ticket (audit the ticket if they compliant the requirements for auditing tickets).
4. Give a email notification or a Mailer about the report status for the client’s needs.
5. **Prepare and submit transmittal**
6. **Prepare correspondence, reports and documents**
7. **Logging of documents**
8. **Set up and maintain filing system**
9. **Maintaining and updating tracking logs and records**

**CERTIFICATION AND SEMINARS ATTENDED**

* Social Media, Networking& Netiquette smart October 25, 2012
* Customer Service 101 Smart community care Trainings October 25, 2012
* Microsoft Visual Academy Informatics College Manila

 (Seminar-Lecture on Microsoft Week) February 28, 2013

* WGC Global Holding

 (Capital) company limited 11th floor room February 28, 2015

* Pre – employment Seminar and Jobs Fair March 25, 2015