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| --- | --- |
| **Ronald****Ronald.371014@2freemail.com** | C:\Users\deathtrone\Downloads\DSC_1165.jpg |

**CAREER Objective**

I am seeking with a company where I can use my talents and skills to grow and expand the company, and also I want to excel in this field with hard work, perseverance, and dedication.

To work in a stable company that will enhance my knowledge and capability for my career growth formation and becomes a well-rounded person.

**Professional Experience**

**IT SPECIALIST / IT INSTRUCTOR -** May 22, 2014 – May 31, 2017

LYCEUM OF APARRI (PRIVATE SCHOOL)

Macanaya Aparri, Cagayan | Philippines

***Job Responsibilities:***

* Maintain and update all the computer (Mostly server units)
* Troubleshooting of computers & repairing
* Encoder
* CCTV operator – Daily Monitoring
* Server maintenance of the Library (Online Public Access Catalog, E-library System, Internet Laboratory)
* Part time teaching during summer | Philippines

**LIBRARY STAFF** May 22, 2014 – May 31, 2017

LYCEUM OF APARRI (PRIVATE SCHOOL)

Macanaya Aparri, Cagayan | Philippines

***Job Responsibilities:***

* Coordinate and organize all the books inside the library
* Statistical monthly reporting
* Help my colleagues with the documents needed to prepare during accreditation.
* Manage multiple students and their queries
* Updating Newsletter using Microsoft Publisher
* Yearly books inventory

BFAR (BUREAU OF FISHERIES AND AQUATIC RESOURCES) | April – June 03, 2011

 Region 2 Carig, Tuguegarao City

**(On the Job Training)**

***Job Responsibilities:***

* Assist in transactions of Purchase Order (**PO**) and Request Order (**RO**)
* Inventory and supplies data encoder (MS Excel)
* Filling of documents

**EDUCATIONal background**

**LEVEL NAME OF THE SCHOOL**

**TERTIARY : LYCEUM OF APARRI | LEVEL IV ACCREDITED | PACUCOA (Philippine Association of Colleges and Universities Commision on Accreditation)**

 Bachelor of Science in Information Technology , March 2012

**SECONDARY: LYCEUM OF APARRI (HIGH SCHOOL) | Philippines**

**ELEMENTARY: LYCEUM OF APARRI | Philippines**

**Additional Skills**

* Computer networking
* Photo Editing-(Photoshop)
* Troubleshooting & Repairing of Computers
* Cellphone formatting
* Lan Cabling
* MS Office

**STRENGTH**

* Can work with minimum supervision
* Can work even at grave yard shift
* Competitive
* Have a dedication of work
* Simple, honest, loyal to a company

**SEMINAR/TRAINING ATTENDED/CERTIFICATE**

* COMPUTER SYSTEM SERVICING “CSS – NC2”
* Seminar – Workshop in Network Security
* YOUTH CAMP 2012 (PRESIDENT OF DEPARTMENT)
* IT Carrer Trends and Photo Editing Using Adobe Photoshop

**PERSONAL BACKGROUND**

 **AGE:** 26

 **DATE OF BIRTH:** OCTOBER 12, 1990

 **PLACE OF BIRTH:** Aparri, Cagayan, Philippines

 **GENDER:** Male

 **HEIGHT:** 5’3”

 **WEIGHT:** 65 kg

 **RELIGION:** Roman Catholic

 **CIVIL STATUS:** Single

 **CITIZENSHIP:** Filipino

***I hereby certify that all the above information is true and correct to the best of my knowledge skills and belief.***