**Reynaldo**

[**Reynaldo.372185@2freemail.com**](mailto:Reynaldo.372185@2freemail.com)

**Objective**

To employ my knowledge and experience with the intention of securing a career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

**Work Experience**

July 2016 – June 5, 2017: **Far East Industrial Supply & Co. Inc.**

24 Tandang Sora, Quezon City

**Maintenance** **Electrician (Helper/Apprentice)**

Help and assist senior electricians in their work

Do minor duties: Install light fixtures and switches, make extension wires,

attach electrical equipment to a power source such as welding machines, motorized machines and other related equipment.

Replace damaged electrical components and parts such as circuit breaker, contactors, electrical outlets, switches, replace old wirings, etc.

Repair and maintain tools: Grinder, Speed Cutter, Oiling motors, etc.

Aug. 2007 –July 2016: **Opes Salus Inc. (SST Laptop n’ PC Shop)**

SM North EDSA (2007), SM Mega Mall (2008-2009), SM Marilao (2009-2016)

**Senior Technician**

Repairing sorts of electronic devices, gadgets and printers.

Checking & supervising the work of technicians to ensure good quality of work. Talking to customers explaining problems & solutions.

Aug. 2003 – Aug. 2004: **Far East Industrial Supply & Co. Inc.** Tandang Sora, Quezon City (under S+S Agency)

**Warehouseman (Assistant)**  Responsible for checking incoming/outgoing materials & supply.

Hands-on in verifying quality and quantity of materials by checking merchandise against packing list.

Check purchase orders & invoices & maintain records.

Keeping track of materials & supplies via inventory monthly & annually.

Making sure that all materials are in good environmental location.

July 2002 – Dec. 2002: **Far East Industrial Supply & Co. Inc.**

Tandang Sora, Quezon City

**Warehouse Assistant (tool room)**

Issue proper tools & equipment needed by workers.

Maintain & check conditions of tools.

Checking broken or defective tools & bringing them to maintenance.

Keeping track of tools via inventory monthly & annually.

Making sure that all tools are in good conditions

May 2001 – Nov. 2001: **Food Land Inc. (Mister Donut)**

Angeles, Pampanga

**Finisher**

Putting flavor on every finished product.

Putting designs on some products

Packing & labeling goods before delivery.

Preparing & distribute product orders for delivery.

**Certifications/Seminars**

Technical Education and Skills Development Authority (**TESDA**)

National Certificate II in Computer Hardware Servicing

Certificate № 1013140213604

May 21, 2010

Mobile Technology and Wireless Communication Seminar

STI College Muñoz-EDSA October 6, 2005

**Skills**

Repairing laptop, desktop pc and other electronic gadgets (hardware & software).

Printer repair (All-in-one printers, POS printers, Dot Matrix Printers, Passbook Printers, Etc.)

Basic knowledge in network connectivity (LAN & WIFI).

Basic knowledge in MS Office (Word, Excel, Power Point)

Basic knowledge in Photoshop

**Other Skills**

Basic knowledge in electrical maintenance

Repair / Maintain power tools such as grinders, speed cutters etc.

Replace damaged parts of electrical equipment.

**Educational Background:**

2005 - Oct. 2006 **System Technology Institute College (STI)**

Muñoz-EDSA, Quezon City, Philippines

Diploma in Computer and Electronics Technology (Graduate)

SY: 1996 – 1998 **Our Lady of Remedies Academy College Foundation** (College)

San Vicente, San Manuel, Tarlac, Philippines

Associate in Computer Science (Graduate)

SY: 1991 – 1995 **Our Lady of Remedies Academy College Foundation** (High School)

Poblacion, San Manuel, Tarlac, Philippines

Secondary Level (Graduate)

SY: 1985 – 1991 **Gabaldon Central Elementary School**

Poblacion, San Manuel, Tarlac, Philippines

Primary Level

**Personal Profile**

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| --- | --- |
| **Date of birth:** | March 11, 1978 |
| **Age:** | 39 |
| **Place of birth:** | Quezon City Philippines |
| **Civil Status:** | Single |
| **Height:** | 162.56 cm |
| **Weight:** | 132 Lbs. |

**Character References**

Available upon request.