

**SPENCER**

Abu Dhabi, United Arab Emirates

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**SUMMARY:**

Profile: Male, 44, Married

Nationality: Philippines

Current Location: Al Ain, Abu Dhabi, UAE

Previous Position: ICT Instructor/Manager

Previous Company: NORSU/Spench Ent. & Const., Phil.

Preferred Location: Open

Salary Expectation: Open

Position Desired: Open

**WORK EXPERIENCE:**

**SPENCH Enterprises (Construction Materials Dealer) & CONSTRUCTION**

Dumaguete, Phil.

March 2007-March 2018

**Manager/Procurement Officer**

***Managerial Responsibilities:***

* Manage on Vertical and Horizontal structure projects both government and private (Real-Estate-Project) sectors;
* Maintain and enhance the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices;
* Monitor on prompt delivery of quality construction materials actual needed for the projects;
* Set up on job responsibilities of the workers suitable on their job skills and work safety as well;
* Solve problems both workers conflict and working procedures;
* Plan and organize in complicated situation in the workplace;
* Bid in both government and private sectors base on approved budget for the contract;
* Personally cater on paper works for the bidding requirements and billing attachment documents as well;
* Interpret and scrutinize in different plans and renovations;
* Assist the project designers the most suitable and desirable

outputs.

* Preparation and processing of a demand as well as the end receipt and approval of payment. It often involves
* purchase planning,
* standards determination,
* specifications development,
* supplier research and selection,
* value analysis,
* financing,
* price negotiation,
* making the purchase,
* supply contract administration,
* inventory control and stores, and
* disposals and other related functions.

Nov. 2017- March 2018 **Negros Oriental State University** Dumaguete, Phil.

**ICT Instructor/Mentor**

Job Responsibilities:

* Teaching various subjects related in the field of ICT, specifically mentoring on Program Logic Formulation, Java, C++, HTML & Javascript, Database Management System using MS Access/MySQL, Visual Basic, Networking;
* Teaching ICT Security Strategy / Legal Ethics/Cyber Law/

Implementing Rules and Regulations of different companies in preparation for the internship of graduating students;

* Teaching innovative empowerment technology like webpage designing and web programming in manual application using HTML
  + Javascript applying in notepad coding and scripting.
* Hardware servicing involve in trouble shooting both hardware and software including networking LAN & WAN configuration.
* Mentoring in emersion processes that would fit in their corresponding courses and major of expertise
* Thesis consultation/critic in different aspects of studies.

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June 2013 – June 2016 **LOCAL GOV’T UNIT OF AMLAN** Neg. Or., Phil.

**Municipal Councilor / ICT Consultant**

Job Responsibilities:

* ICT local government system consultation
* Drafting local ordinances and resolutions
* Execute functions as Chairman on Environment, Sustainable Development and Natural Resources
* Doing extension program in far-flung communities
* Analyze disputed issues and solved in a peaceful ways thru convening solution
* Scrutinize budget allocations in different operations and expenses
* Attend legislation seminars in different venue in the Philippines

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Nov. 2016 – Oct. 2017 **ASIAN COLLEGE** Dumaguete, Phil.

**ICT Instructor/Mentor**

This academic institution is leading in IT and business

Job Responsibilities:

* Teaching various subjects related in the field of ICT, specifically mentoring on Program Logic Formulation, Java, C++, HTML &

Javascript, Database Management System using MS Access/MySQL, Visual Basic, Networking;

* Serve as panelist/evaluator in the implementation of thesis writing/capstone to the tertiary (BSIT/BSCS/IT Business related courses) graduating students;
* Troubleshooter of hardware/software and network servicing;
* Teaching ICT Security Strategy / Legal Ethics/Cyber Law/

Implementing Rules and Regulations of different companies in

preparation for the internship of graduating students;

- Serve as manager of the classroom, lesson planning and

researching;

- Individual consultation of every student to fulfill to their academic

task;

- Mentoring of entrepreneurship strategies/planning in the scope of

sales and marketing;

- Mentoring on drafting resolution, contracts and other legal

documents in relation to the subject matter.

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June 2008 - March 2016 **Colegio de Santa Catalina de Alejandria (COSCA)** Dumaguete, Phil.

**ICT Instructor/Mentor**

Catholic institution is leading in Christian Education under the management of Diocesan/Priests

Same Job Responsibilities stated above:

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Nov. 2008 - March 2009 **Saint Paul University** Dumaguete, Phil.

**ICT Part-Time Instructor/Mentor**

Catholic institution is leading in Christian Education under the management of Nuns/Sisters

Same Job Responsibilities stated above:

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June 2006- March 2008 **Foundation University** Dumaguete, Phil.

**ICT Instructor/Mentor**

Private institution is leading in Architecture and Business Management

under the management of Sinco Family

Same Job Responsibilities stated above:

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2003-2006 **Zamboanga de Sul Maritime Institute of Technology** Pagadian, Phil.

**Dean College of Computer Science/Instructor/Mentor**

Private institution is leading in Maritime Education under the management of Maglasang Family Job Responsibilities:

- Planning/Developing of ICT program in entire college;

- Managing of faculty and staff in arranging teaching loads in their respective field of expertise;

- Drafting course curriculum and course outline enable to be competitive in global context;

- Leading new teaching techniques in 21st century trend;

- Teaching various subjects related in the field of ICT, specifically mentoring on Program Logic Formulation, Java, C++, HTML & Javascript, Database Management System using MS Access/MySQL, Visual Basic, Networking;

* Serve as panelist/evaluator in the implementation of thesis writing/capstone to the tertiary (BSIT/BSCS/IT Business related courses) graduating students;
* Troubleshooter of hardware/software and network servicing;
* Teaching ICT Security Strategy / Legal Ethics/Cyber Law/

Implementing Rules and Regulations of different companies in preparation for the internship of graduating students;

* Serve as manager of the classroom, lesson planning and researching;
* Individual consultation of every student to fulfill their academic

task.

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2003 **Negros Oriental State University** Dumaguete, Phil.

**Registrar’s Office Staff/ ICT Mentor**

Government institution is leading in Engineering and Maritime Education Job Responsibilities:

* Retrieving of grades of respective college courses
* Releasing of Transcript of Records to all students requisition;
* Creating database enable to fast tracking of grades and student personal data;
* Troubleshooter of hardware/software and network servicing that includes ICT Security Strategy;
* Mentoring on Program Logic Formulation, Java, C++, HTML &

Javascript, Database Management System using MS Access/MySQL, Visual Basic, Networking.

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2002 -2003 **Red Bull Philippines** Manila, Phil.

**Sales Supervisor/ICT Mentor**

Energy Drink Company exclusive distributor in various tertiary and big accounts in the country

Job Responsibilities:

* Supervising to the sales agents in various accounts;
* Monitoring and evaluating the sales status;
* Creating sales reports and planning to elevate sales production;
* Creating product promotion.
* Troubleshooter of hardware/software and network servicing that includes ICT Security Strategy;
* Mentoring on Program Logic Formulation, Java, C++, HTML & Javascript, Database Management System using MS Access/MySQL,

Visual Basic, Networking.

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2000 -2002 **National Power Corporation** Amlan, Neg. Or. Phil.

**Office Staff/ ICT Mentor**

Electric Generation Company in the Philippines

Job Responsibilities:

* Doing clerical works
* Troubleshooter of hardware/software and network servicing that includes ICT Security Strategy;
* Mentoring on Program Logic Formulation, Java, C++, HTML & Javascript, Database Management System using MS Access/MySQL, Visual Basic, Networking.

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**IT CERTIFICATIONS:**

AutoCad2018 Designing; Program Logic Formulation; Structured & Object-Oriented Programming in

C++; Introduction to Visual Basic 6.0; JAVA Programming Fundamentals; Enhanced Web Page

Designing in HTML & JavaScript; Microsoft Access2000; Network Technology; Developing Application

in JAVA Programming; Visual Basic 6.0 (Module 2).

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**AFFILIATION:**

SPENCH Enterprises (Construction Materials) & Construction

*Proprietor*

SB Member, LGU AMLAN ( 2013-2016 ) One Term

Chairman on Environment, Sustainable Development and Natural Resources

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**EDUCATION :**

**Continuing Professional Education (CPE)**

Presbyterian Theological College, Dgte. City

**Bachelor of Laws IV**

NORSU, Dumaguete City

**Master of Science in Information Technology (Candidate)**

NORSU, Dumaguete City

**BS in Computer Science, Negros Oriental State University** (NORSU)

1996-2000 (**Phil. Government Scholar**)

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**PROFESSIONAL TRAINING:**

Java Education Development Initiative

9th National Conventional PSITE

GNU/LINUX & Free Open Source Software

2nd Council of Deans Conference for ICT Education

Zonal Consultation Workshop on CMO

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**SCHOLARSHIP:**

CONG. MIGUEL MIKE ROMERO SCHOLARSHIP GRANTEE (BS Comp. Science 1996-2000) ----------------------------------------------------------------------------------------------------------------------------------------------