

Aaron Samson

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Job Objective: I am currently looking for a job where I can apply and further expand my experience in the industry. I also want to improve my skills and knowledge in technology as a graduate of Information Technology, to prove my effectiveness on a work environment and contribute myself for my future company's success.

May 2015 – June 2016

Work Experiences:

Position: Support Technician

Company: Hausland Development Corp.

- Troubleshooting, Diagnosing, and resolving software and hardware and network problems users encounter.
- Serve as quality inspector of incoming and outgoing new technology products or materials for all the subdivision's covered by the Hausland.

March 2021 – January 2023

Position: Branch Clerk

Company: Prudential Guarantee Assurance Inc.

- Performing clerical and administrative duties in an office setting. Assists executive assistants and secretaries by sorting mail, filing, answering phones, greeting clients, scheduling meetings, and restocking supplies. *February 2019 – September 2020*

Position: Proxy Cashier Collector

Company: QCredit Corporation

- Cashiers scan items, ensure that prices are quantities are correct, and collect payments. Assists customers by explaining or recommending items, answering questions, and processing exchanges or refunds.

October 2017 – November 2018

Internship:

Position: Office Clerk Office of the Vice President (OVP)

- Documentation with thesis proposal.

Education:

Pampanga State Agricultural University

Bachelor Of Science in Information Technology

School Year: 2012 – 2016

Don Jesus Gonzales High School

Secondary Education Level

School Year: 2008 – 2012

HILLS OF GLORY INTERNATIONAL CHRISTIAN CENTER, INC.

School of Leaders

20th day of January 19

Skills and Qualifications

Proficient in Adobe

Photoshop CS5/CS6/PSCC.

DaVinci Resolve 17

• **Oriented in Microsoft Office applications such as:**

Microsoft Office Word

Microsoft Office Excel

Microsoft Office PowerPoint.

Video editing/slideshow.

• **Office Tasks**

Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers. Prepare payroll checks. Help organize office activities. Take and deliver messages. Fix malfunctioning office equipment.

- **Customer Service**

Process Customer Transactions.

Answer Visitor Questions.

Answer phones and greet clients warmly.

Bio:

Birthday

July 11, 1995

Age

28 years old

Character Reference:

Mark O. Punzalan

+63917-791-7619

Senior Pastor

Hills of Glory International Christian Center Inc.

Alfie Hipolito, CPA

+63956-156-6245

Operations Manager - Source to Pay APAC

Bayer Philippines

Christian Dimatulac

+63997-461-4681 *Web*

System Administrator

Hausland Group of Company Inc.