

ALBERTO C. CELEBRE JR.

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Introduction

As a successful IS professional, in my almost 6 years of experience in my field of expertise, I experienced to manage and lead team, proposed & implement process improvement, handles series of Projects and Administrating multi-systems at the same time. It has been my goal to give added value to the clients aligned to the business needs and requirements. My passion is inspired by my Family, personal career goals and goal of the company where I'm work at. My discipline in handling task and projects aligned with business strategy and directions and its IT governance.

Career History

TAODHARMA Inc., Allphones

Tao Tech Group Building, P. Antonio cor. F. Legaspi St. Ugong Pasig City

July 17, 2016 – January 16, 2017

Position: MIS LEAD-MANAGER

Regular Duties:

- Overall Administrator of System and Data Warehouse.
- Identify key Administration and Maintenance module, with direct collaboration with inter-department users.
- Ensure the interdependent business units, processes, information/data transfers are translated and aligned to a developed Data warehouse for Allphones, UNIFICARE
- Accommodate special ADHOC requests and identify key information, document those information and plan the implementation.
- Ensure that data and information required by all stakeholders and funding bodies and agencies is accurately, prepared, submitted and available on a timely basis.
- Ensure all Database Sources, Dataset, Inter department Processes are aligned and created through the daily reports.
- Process Owners, Subject Matter Experts, Stake holders are aware/aligned/signed-off of the key information set up, changes, and deactivation of reports inventory
- Ensure policy on access rights, deletion, updating for Head Office, Stores, and other dependencies is present, properly implemented, and improved time to time
- Stream line, initiate, address, empower system related requests specifically to reporting structure (operational to management)
- Directly assist IS&T Head in terms of strategic initiatives; provides project management assistance and act as Project Manager if applicable; act as 2IC; ensure team's compliance to internal and external policies.
- Directly collaborate and manage Australia AMT counterparts/vendor, Business partners and system resellers
- Provide operational and technical expertise to guide subordinates in the execution of their roles.
- Provide direct assistance & support for the strategic tasks of the Head of IS&T
- Empower, mentor, direct supervision of the Information System Officers, System Analyst, and Report Analyst
- Directly collaborate with fellow IS&T Head direct reports and have impact analysis on tasks, reports, change management affecting the IS&T infrastructure(IS, Network, Hardware, Subject Matter Experts)
- Cross-train in all functions in order to cover any position in case of emergency
- Evaluate performance, recommend salary adjustments and promotions. Maintain and monitor team members attendance records
- As part of exit team, to close the company properly I ensures that all IS&T accountability accounted for before the company's last day of operation comes (January 16, 2017).

JOLLIBEE FOODS CORPORATION

10th floor Jollibee Center Building, Ortigas, Pasig City

June 17, 2013 – July 17, 2016

Position: SYSTEMS ENGINEER

- Create Point of Sale Update programming, document, test and implement based on client requirements.
- Ensures that all of the data enter into the systems complied with the standard set by the business and with the legal/Government mandated regulation
- Act as SPOC – Single point of contact to Point of Sale Vendor for CHOWKING SBU for any request of change, additional system requirements and development requested by internal clients.
- Accommodate new Report requests from the client whenever needed.
- Ensures that new IT hardware that IM accounts team directed to implement in the store level are being tested, with properly documentations aligned on the policy set by IM COE – Center of Excellence team.
- Propose and document standard/policy documentation of all hardware specifications with signed approval the SME – subject experts and ensure that these are all filed in purchasing side.
- Act as a project manager for the project handles by IM team in-case my direct superior task me to do so.

ROBINSONS RETAIL GROUP INC.

110 E. Rodriguez Jr. ave. Libis, Quezon City

September 11, 2012 – June 17, 2013

Position: INFORMATION SYSTEMS SPECIALIST

- Handles quality installation of Mainframe server (MFS) and POS that will be used for testing and training of cashiers and officers of stores and deliver it on accurately and timely manner.
- Ensuring the correct and accurate set up of MFS and POS aligned to the Government Mandated rule
- Conduct System stress testing.
- Support and supervise store operation for the go-live of the system, from store opening up until EOD (end of day), this is to validate if store's created EOD files doesn't encountered error.
- Ensure the reports needed by the finance are timely available whenever the BIR.
- Act as a SPOC – Single Point Contact to the Israel POS vendor in-case system encountered error.

PETRON CORPORATION (CONTRACTUAL)

San Miguel Head Office Complex, 40 San Miguel Ave., Mandaluyong City

April 4, 2011 to September 11, 2012

Position: POS TEAM LEAD

- Conduct seamless Implementation of new POS Systems and Petron Value Card (Loyalty System) in Petron Stores.
- Act as SME – Subject Matter experts about all POS system inquiries from the Petron Dealers.
- Conduct regular monthly store visit for the manually back-up of database and replacing defective hardware in the stores
- Maintain standard procedures and programs in the BOS and POS of the service stations.
- On call phone support and VNC remote desktop support, onsite troubleshooting of POS and BOS technical issues in all automated stations.
- Ensures that immediate superior are updated by providing reliable, accurate and timely available.

PHILIPPINE VENDING COMPANY

Barangay Ugong, Pasig City

March 3, 2008 – September 2, 2008

Position: FIELD TECHNICIAN

- Accurately check and maintain cleanliness of all vending machine.
- Caters machine troubleshooting based on methodological process.
- Coordination with the supervisor with regards to the unit rental.
- Conduct monthly site visit for preventive maintenance of the machine.

GLOBE TELECOM INC. (CONTRACTUAL)

111 Valero St. Makati City.

October 6, 2005 – October 6, 2007

Position: TECHNICAL ASSISTANT

- Cater phone facility reservation for broadband and Phone lines to TPA (Third party agent) and GPS (Globe payment service).
- Provide technical support to site installers.

ACESITE PHILIPPINES MANILA PAVILION HOTEL

United Nations ave., cor., Ma.Orosa St., Ermita, Manila 1000, MM

July 25, 2004-December 25, 2004

Position: F&B SERVICE ATTENDANT

- Responsible in handling banquet equipment's.
- Responsible for mi-en-place, set-up, service, breakdown and clearance.
- Responsible in self – training and job knowledge expansion.

Education

LUNSDAD ELEMENTARY SCHOOL – Primary

Lunsad Elementary School, Year Graduated: 1993

BINANGONAN CATHOLIC HIGH SCHOOL – Secondary

Binangonan Catholic High School, Year Graduated: 1997

RIZAL TECHNOLOGICAL UNIVERSITY - Electronics Communication Technology

Boni Ave., Mandaluyong City, Year Graduated: March 2004

INFORMATION OF CREATIVE COMPUTER TECHNOLOGY

COURSE – Bachelor of Science in Information Technology

Cainta, Rizal, Year Graduated: December 2010

COURSE – Diploma in Computer Programming – Awarded as programmer of the Year 2009
By TESDA

Taytay, Rizal: Year Graduated: October 2009

Seminars Attended

Communicating for Leadership Management and Success, Systematic Managerial Analysis, JAVA Programming Fundamentals, PHP Advance programming, Cisco 1&2 CCND1, ITIL V3, Microsoft Visual C++

Skills

Java Programming, PHP Advance, HTML 5, CSS 3, Project Management, Database Management, Microsoft Application (Word, PowerPoint, Excel) VBA programming, Visual Basic 6.0 Advance, MySQL (Standard Enterprise) , Pronto ERP, Microsoft Dynamics, SCALA Programming(BASIC), Python Programming(BASIC), PC Troubleshooting.

Personal Data

Date of Birth: August 22, 1980

Place of Birth: Binangonan, Rizal

Civil Status / # of children: Married, 3 children

Language spoken: English, Tagalog

Character Reference

Emmanuel Salvador D. Nana.

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