

# Vincent Arwin Collantes

IT Staff

Be able to work in multitask Challenges and Seeking to learn and Enhance my skills and abilities in the work field of Information Technology



collantes.arwin02@gmail.com

09473438708

linkedin.com/in/arwin-collantes-568584253

## EDUCATION

### Tertiary

STI-Ortigas Cainta

2016 - 2020

#### Courses

- Bachelor of Science in Information Technology

### Secondary

Casimiro A. Ynares Senior Memorial National High School

2011 - 2015

## WORK EXPERIENCE

### HR/IT Staff (Internship)

Concentrix

2020 - 2020

Concentrix is an IT company providing technology solutions to clients worldwide with its headquarters in Fremont, California.

#### Achievements/Tasks

- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Explaining human resources policies, procedures, laws, and standards to new and existing employees.
- Installing and Configuring computer hardware, software, systems, networks, printers and scanners.
- Monitoring and maintaining computer systems and networks.
- Responding in a timely manner to service issues and requests.

## SKILLS

Proficient in the following

• Selenium

• Computer Network

• MS Access, PHP

• Computer Hardware

• Android Studio

• Visual Studio

• PyCharm

• Web Development

• Robot Framework

## PERSONAL PROJECTS

Wonderin: An Mobile learning tool for teaching basic Mandarin (2018 - 2019)

- Help students in learning basic Mandarin

## ORGANIZATIONS

PDP Youth Council (2021 - 2022)

Treasurer

Developers of Next Advanced Technology (DONAT) (2019 - 2020)

Member

## CERTIFICATES

Huawei Cloud Computing (2020 - 2020)

Huawei Cloud Computing Provides an easy way to access servers, Storage, database and a full range of application services over the internet

## LANGUAGES

Tagalog

Native or Bilingual Proficiency

English

Limited Working Proficiency

## INTERESTS

Gaming

Photography

Traveling

Music

Reading