



# RAVEN SANTOS HIZON

## IT SPECIALIST / VIDEO EDITOR / GRAPHIC DESIGNER

### PROFILE

Detail-oriented IT Specialist with 6 years of hands-on experience in network administration, cloud platforms. Proven track record of independently managing and resolving IT incidents, implementing system upgrades, and ensuring data integrity in remote environments. Seeking a challenging work-from-home position where advanced technical proficiency and a commitment to continuous learning can directly contribute to robust IT infrastructure and operational excellence. Proficient in TeamViewer, Anydesk, and Zoom.

### WORK EXPERIENCE

#### MTNM Inc.

2023- 2025

IT specialist / Video Editor / Graphic Designer

- Install, configure, and support workstation software, hardware, printers, and phones.
- Analyze staff needs, identify vulnerabilities, and boost efficiency and accuracy
- Execute systems and network design, documentation, implementation, testing, and administration, and ensure components meet business needs.
- Edit film pieces in a way that is invisible to the audience
- Take a brief to grasp production team's needs and specifications
- Review shooting script and raw material to create a shot decision list based on scenes' value and contribution to continuity
- Creating guidelines for how logos and other branding materials should be displayed and used

#### A1 Properties (Dubai U.A.E.)

2022- 2023

IT specialist / Video Editor / Graphic Designer

- Install and configure computer hardware operating systems and applications
- Monitor and maintain computer systems and networks
- Troubleshoot system and network problems, diagnosing and solving hardware or software faults
- Evaluate new technology
- Watch scenes and determine which will end up on cutting.
- Work with and manipulate raw camera footage, dialogue, sound effects, graphics and special effects.
- Helping make design choices, such as fonts and colors, for all content your company will use

#### Worldstar International Manpower Service Corp.

2019 - 2021

IT Support

- install and configure computer hardware operating systems and applications.
- monitor and maintain computer systems and networks
- Evaluate new technology

### CERTIFICATION

NC-II (TESDA)

AUGUST 2017

### CONTACT

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📍 Santa Maria, Bulacan

🌐 <https://bengs12.github.io/cvravenhizon.github.io/>

### EDUCATION

2012 - 2016

IMMACULATE CONCEPTION I- COLLEGE OF ARTS AND TECNOLOGY

- BACHELOR OF SCIENCE IN COMPUTER SCIENCE

### SKILLS

- Management Skills
- Active listening skills
- Creative Thinking
- Teamwork
- Time Management
- Problem Solving
- Multitasking
- MS Office
- Data Entry
- Critical Thinking
- Systems and networks
- Programming
- Technical support

### LANGUAGES

- English
- Filipino