

Renz Ferbi A Comiso

CONTACT

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OBJECTIVE

To obtain a position where I can gain more experience and seek a full-time career to utilize my skills and experience with computers and all sorts of technology, equipment and machine.

EDUCATION

BS Information Technology Lyceum of the Philippines University - Cavite	2010 — 2014
High School Colegio de San Francisco	2006 — 2010

WORK EXPERIENCE

Dataknox Solutions, Inc. IT Repair Technician <ul style="list-style-type: none">■ Installing software/OS■ Troubleshooting and/or repair of electronic device■ Reconfiguring electronic devices to factory default■ Reconfiguring network switches to factory default■ Determining if an electronic device scrap, needs repair or for resale■ Wiping hard drives■ Assess warehouse inventory using RazorERP	December 2020 — February 2021
Micropoint Bioscience Inc. Engineering Technician <ul style="list-style-type: none">■ Troubleshooting and/or repair of various machine and equipment■ Setting up various machine■ Calibrating peristaltic pump■ Programming/Editing of the alignment of Fisnar Robot Arm■ Doing daily, weekly and annual preventive maintenance■ Review and update of engineering inventory	April 2019 — May 2020
Micropoint Bioscience Inc. Manufacturing Operator <ul style="list-style-type: none">■ Operates various factory machines such as<ul style="list-style-type: none">■ Ultra Sonic Cleaner Machine■ Jet Dryer■ Wetbench■ Automated Dispensing Machine■ Manual Dispensing Machine	March 2018 — April 2019

IT Officer II

- Conducted troubleshooting for various computer equipment at the office
- Provided day to day support of client desktop, laptops, printers, networks, and servers.
- Installation new software that is needed by the office
- Assembling and disassembling of system units
- Monitored the office's firewall
- Troubleshoot and resolve network and system issues.
- Assisted on managing active directory
- Setting up Audio/Visual equipment
- Organized and archived confidential office files
- Create/edit slide presentations
- Edit photos and videos for various projects
- Create design such as logos, backdrop, and certificates & awards
- Assisted with preparations for various international events representing the Philippine Navy
- Assisted with magazine layout
- Assisted on various research paper

Naval Research and Technology
Development Center - Philippine Navy

October 2014 — December 2014

Admin Officer - Intern

- Conducted troubleshooting for various computer equipment at the office
- Create/edit slide presentations
- Organized and archived confidential office files
- Assisted on managing Active Directory
- Assisted on various research paper

CERTIFICATES

- 10th Philippines Youth Congress on Information Technology - University of the Philippines
- Project Management Seminar
- Workshop on Cyber Defense and Security and Radars and Electronic Warfare Research and Development
- Seminar on Increasing Productivity through Value - Based Time
- Naval Defense Technology Management Seminar

SKILLS

Microsoft Office: MS Word, MS Excel, MS Powerpoint, MS Access

iWork: Pages, Numbers, Keynote

Operating System Proficiency/Familiarity: Windows, MacOS

PC Hardware: PC building, PC/Laptop repair and/or troubleshooting

Photography/Videography

Photo Editing: Adobe Photoshop, Adobe Lightroom

Video Editing: Final Cut Pro, Adobe Premiere

Layout: Adobe InDesign

Programming: HTML5, CSS, PHP, Java, MySQL

Languages: English, Filipino

PROFILE

I finish tasks and projects assigned to me immediately. I'm a fast learner as long as it is explained proficiently. I am able to solve problems through study and research. When communicating with people, I am straightforward, but I also play well with others, as this was a vital step for my previous positions. Art takes up a big part of my life, whether I'm creating it or consuming it.