NELJAYSON ANTONIO

Blk 245 Yishun Ave 9, #09-157 Singapore

+65 85969718 | enjayantonio@gmail.com

SUMMARY

More than 6+ years of IT Technician / IT Support Engineer and with experience in Web Development and Graphic Designing.

COMPUTER SKILLS

LANGUAGE:

- Frontend: HTML5, CSS3, React, jQuery, Javascript, Bootstrap
- Backend: Node, Express, JSX, EJS, JSON, Basic PHP, API, REST APIs

TECHNICAL:

- Troubleshooting Computer Hardware
- Basic Network Troubleshooting
- Install Software Applications
- Install Operating System
- Install Pheripherals

SOFTWARE:

- Database: MySQL, PostgreSQL
- For Version Controlling System: Git, Gitbash and Github
- Operating System: Windows XP, 7-11, Windows Vista, Ubuntu, Linux
- Adobe Photoshop, Adobe Illustrator and Adobe XD
- Microsoft Office: Word, Excel, Powerpoint, Access
- Other(s): Web3, DApps, CodeIgniter, Canva and Figma

EXPERIENCE

FINANCE OFFICER CUM IT SUPPORT OFFICER

Jedlian Communications Inc. | Nueva Ecija, Philippines

August 2022 - January 2023

- Assisting in the preparation of budgets
- Managing records and receipts, reconciling daily, monthly and yearly transactions
- Preparing balance sheets and processing invoices
- Providing customer service to clients
- Supporting the Finance Manager and Executives with projects and tasks when required
- Diagnose PC and laptop problems
- Checking software applications for new updates including patches remote or on-site when required
- Basic network troubleshooting

FREELANCE IT TECHNICIAN

Hakata Tosoten Pvt. Ltd., Co | Ehime, Japan

May 2018 - November 2021

- Repairing computer desktops and laptops
- Assembling and disassembling computer hardware
- Perform installation of windows operating system
- Install software applications: Anti-virus, Microsoft Office Suite and other applications
- Install peripheral's drivers
- Upgrade computer hardware
- Software upgrade and patching applications

PAINTER (SKILLED WORK)

Hakata Tosoten Pvt. Ltd., Co | Ehime, Japan
May 2018 - November 2021

- Preparing the surface (by sanding, blasting, cleaning, etc.)
- Removing old coatings using chemicals, applying primers and finish coats, spray painting (indoors and outdoors)
- Estimating the quantity and type of coating needed, and the required amount of labor for each task

DIGITAL MEDIA OPERATOR

Asia Datawords 24/7 Philippines Inc. | Makati City, Philippines
May 2017 - September 2017

- Quality assurance of digital support across desktop and mobile environments
- Deployment of digital content on major CMS (AEM, Drupal, Sitecore, Demandware, etc.)
- Localization of digital support (HTML newsletters, CSS, Javascript and Flash banners)
- Work of several project requests simultaneously while meeting tight deadlines
- Project follow up and reporting

INFORMATION & DECISION SOLUTIONS STAFF

Value Chain Solutions | Nueva Ecija, Philippines
July 2016 - January 2017

- Support function with P&G (Procter & Gamble products)
- Prepare invoices for product delivery
- Product encoding to the inventory monitoring
- Product ordering and sales monitoring
- Support sales agent for product ordered by clients
- Customer service
- Reconcile daily transactions and reporting

INTERN

Department of Science and Technology (DOST)
Technical Division | San Fernando Pampanga, Philippines
November 2015 - March 2016

- Identifies, investigates, and resolves users' problems with computer software and hardware
- Consults with users to determine steps and procedures taken to identify and resolve the problem
- Applies knowledge of computer software, hardware, and procedures to solve problems
- Guides users through diagnostic and troubleshooting processes, which may include use of diagnostic tools and software and/or following verbal instructions
- Collaborates with other staff to research and resolve problems
- Arranges service by software or hardware vendors to repair or replace defective products
- Maintains knowledge of technology innovations and trends
- Performs other related duties as assigned

IT SUPPORT TECHNICIAN

Ediane Comunications | Nueva Ecija, Philippines
2009 - 2012

- Set up hardware, install software, maintain and repair technological equipment
- Manage software in computers and networks
- Ensure privacy and data protection

- Perform regular upgrades
- Perform troubleshoot activities
- Install well-functioning LAN/WAN and other networks
- Manage and implement security solutions
- Create records of repairs and fixes
- Provide technical support remote and on-site
- Train and collaborate with other team members

CERTIFICATE

THE COMPLETE WEB DEVELOPMENT BOOTCAMP 2023 @UDEMY
Dr. Angela Yu - Developer and Lead Instructor

A Full-Stack Web Development with just ONE course. HTML, CSS, Javascript, Node, React, PostgreSQL, Web3 and DApps

EDUCATION

NUEVA ECIJA UNIVERSITY OF SCIENCE & TECHNOLOGY   Year 2012 - 2016
Cabanatuan City, Nueva Ecija, Philippines
- Bachelor of Science in Information Technology
- 4-year Bachelor's Degree
- Major: Web Applications Programming

PORTFOLIO
Link: https://enjay021.github.io/myportfolio/