







ERWIN TOREPALMA

CONTACT

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-  <https://erwin632.github.io/Erwin-Portfolio/>

PERSONAL DATA

- Birthdate : April 23, 1995
- Place of Birth : Baggao, Cagayan
- Gender : Male
- Civil Status : Single
- Height : 165 cm
- Weight : 55kgs

EDUCATION

Bachelor of Science in Information Technology
Cagayan State University
2012-2016

PERSONAL SKILLS

- Detailed Oriented
- Organizational skills
- Time management
- Attention to detail
- Professionalism
- Excellent communication skills

TECHNICAL SKILLS

- Microsoft Office (Word, Access, Excel and PowerPoint)
- Adobe Creative - Photoshop & Indesign
- Programming (Php, Javascript, Html, Css and SQL)
- Web Application (Webflow, Canva and Figma)

OBJECTIVE

To secure a position as an Associate Software Engineer, where I can utilize my strong problem-solving skills, technical expertise, and passion for coding to contribute to the development and implementation of innovative software solutions. I aim to collaborate with a dynamic team to enhance user experience and drive technological advancements in the field of software engineering.

WORK EXPERIENCE

Document Controller

KPI Elevators, Inc. 2022-Present

- Successfully managed and controlled all documentation related to elevator projects, ensuring accuracy, compliance, and timely retrieval of critical documents.

Administrative Assistant

Philippine Deposits Insurance Corporation 2017-2022

- Efficiently managed the uploading of property images, prices, and location details onto the company's website, ensuring accurate and visually appealing listings that captured potential buyers' attention.
- Employed advanced data analysis techniques, including VLOOKUP and pivot tables, to consolidate and analyze real estate property data such as area, location, and classification.

TRAININGS ATTENDED

Data Science & Data Analytics with Big Data

MSTConnect - May 20 & 21, 2023

Front-End Web Development using HTML, CSS & Javascript

Ground Gurus - September 14, 21 & 28, 2019

Introduction to Database Management using SQL Server

Ground Gurus - September 22, 2019

Building and Managing Highly Effective Teams

Stellar Training and Consultancy - August 17, 2021

CHARACTER REFERENCES

Margie L. Gianan

Senior Accounts Mngt Specialist
Philippine Deposits Insurance Corp.
09614374446

Majellie Lanza

Admin Supervisor
KPI Elevators, Inc.
09190847405