



GLENARD PAGURAYAN

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CORE SKILL

- Virtual Box
- Windows 10/11
- Formatting/Installing of Windows OS
- Disassembly/Assembly Computer
- Setup Computer Networks
- Setup Computer Server
- Maintain and Repair Computer Systems and Network
- Basic Troubleshooting
- C# Software Developer
- Database Administrator Support

WORK EXPERIENCE

(Sales Technician) Silicon Valley Computer Group inc. Phil. **January 2025 - Present**

- Assist in setting up and installing computers, printers, and other equipment for customers.
- Offer training on how to use and maintain the products.
- Provide expert advice on product features, benefits, and compatibility.
- Troubleshoot basic technical issues with products and provide solutions.
- Meet sales targets and contribute to the overall success of the sales team.

(IT Support) Office of the Commission on Elections Sto. Niño, Cagayan **August 2023 - December 2024**

- Provide timely and effective support for hardware and software issues reported by staff, ensuring minimal disruption to office operations.
- Maintain data security protocols to protect sensitive election-related data from unauthorized access and cyber threats.
- Assist in managing and monitoring the office network infrastructure, ensuring stable connectivity and security.

(IT Support Intern) DENR-EMB Region II, Tuguegarao City, Cagayan **January 2023 - May 2023**

- Managed the renewal of antivirus software subscriptions and activated the product keys
- Performed monthly diagnostics and maintenance on all office computers, addressing basic troubleshooting issues and resolving client concerns related to their units.
- Prepared detailed weekly and monthly reports documenting clients concerns

ADDITIONAL SKILLS

- HTML & CSS
- C#
- Video Editing (Adobe Premiere)
- PHP
- MsSQL Database
- Photo Editing (Adobe Photoshop)

CERTIFICATES

- National Certificate II
 - Computer Systems Servicing
- Certificate Of Completion
 - PLDT Infoteach Outreach Program Phase 5
- Certificate Of Completion
 - Cybersecurity for Everyone (Coursera)

EDUCATION

Bachelor of Science in Information Technology with Academic Distinction **August 2019 - July 2023**

- Consistent Dean's Lister
- Major in Programming
- Best Programmer
- Best in Capstone Project Online category
 - Capstone Project "Online Ordering System"
- Leadership Award

EXPECTED SALARY (3, 500 SGD)