



# HEBREY DILL LLAGAS

---

## CONTACT

+639758622350

llagashebreydill1996@gmail.com

Gulod, Novaliches, Quezon City

---

## LANGUAGES

English

Filipino

---

## SKILLS

Graphic Design

MS Office

Cooking

HTML

---

## INTERESTS

- Exploring data management and organization
- Enhancing IT skills and troubleshooting technical issues
- Finding efficient ways to multitask and streamline tasks

---

## PROFILE

I am a hardworking and multi-tasking individual with a strong sense of responsibility and dedication. I manage multiple tasks efficiently while staying organized and focused, making me a reliable and dependable person. With a positive attitude, I approach challenges with determination and adaptability, always striving to deliver the best results. My commitment to excellence and willingness to go the extra mile make me a valuable asset in any environment.

---

## EDUCATION HISTORY

**Informatics College, 2018 – 2020**

Computer Science

**Cagayan de Oro College (COC Phinma), 2015**

Bachelor of Science in Information Technology

---

## WORK EXPERIENCE

**Office Staff / IT Support,**

*St. Joseph Academy of El Salvador / September 2023 – December 2024*

- Troubleshooting hardware and software issues
- Installing and maintaining computer systems.
- Converting PDF documents into editable Word or Excel files.
- Typing handwritten notes or forms into Word, Excel, or company software.

---

## Property Custodian

*St. Joseph Academy of El Salvador / October 2023 – December 2024*

- Inventory Management – Keeping an accurate record of all IT equipment.
- Asset Distribution & Retrieval – Issuing computers and parts to employees or departments and ensuring proper returns.
- Maintenance & Inspection – Ensuring all hardware is in good condition and reporting any damages or losses.
- Storage & Security – Properly storing and safeguarding computer assets to prevent theft or damage.
- Disposal & Replacement – Coordinating the proper disposal or upgrade of outdated equipment.

## Room Attendant/Housekeeping

*GOLDEN FRIENDSHIP INN / September 16, 2017 – November 01, 2019*

- Room Cleaner

## Assistant Cook

*La Sanvilli Grill & Restaurant / 2016 – 2017*

### Food Preparation

- Chopping, peeling, and cutting vegetables, fruits, and meats
- Measuring and mixing ingredients
- Preparing simple dishes, salads, and sauces

### Cooking Assistance

- Assisting in cooking meals as per the chef's instructions
- Monitoring food while it cooks and making minor adjustments
- Garnishing and plating food for service

### Kitchen Maintenance

- Cleaning and sanitizing kitchen surfaces, utensils, and equipment
- Storing food properly to maintain freshness

- 
- Following food safety and hygiene regulations

#### **Inventory & Stock Management**

- Checking and organizing kitchen supplies
- Notifying the chef when ingredients need to be restocked
- Assisting in receiving and storing deliveries

#### **Other Duties**

- Maintaining a clean and organized workstation
- Assisting in waste disposal and dishwashing
- Supporting the team during busy hours