



HEBREY DILL LLAGAS

CONTACT

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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- Disposal & Replacement – Coordinating the proper disposal or upgrade of outdated equipment.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