

Marc William C. Dela Cueva

Nagcarlan, Laguna | (+63) 999-455-5589 | [Indeed](#) | [Portfolio](#)

EDUCATION

ACTS Computer College

Bachelor's of Science, Information Technology

Sta. Cruz, Laguna

WORK EXPERIENCE

ACTS Computer College

Intern(OJT)

Sta. Cruz, Laguna

Dec 2023 - May 2024

- Assist students and faculty with hardware and software issues.
- Troubleshoot problems related to computers, printers, networks, and other IT equipment.
- Help install, configure, and maintain software applications.
- Provide basic cybersecurity awareness to students and staff (e.g., safe browsing practices, avoiding phishing scams).
- Assist in troubleshooting network issues, including Wi-Fi, routers, and LAN connections.
- Ensure system updates and software patches are applied on time
- Maintain computer labs by ensuring all systems are updated and working properly.
- Help set up new hardware, software, and configurations for lab activities.
- Ensure proper inventory of IT equipment and accessories.
- Provide technical assistance to students during hands-on lab sessions.
- Help install essential software for students and faculty.
- Support faculty members with presentation setups, online class tools, or e-learning platforms.
- Prepare reports on system performance, troubleshooting logs, or incident reports.
- Editing and organizing digital media assets

PROJECTS

Implementation of Class Scheduler Management System For ACTS Computer College - IT aims to efficiently manage class schedules while detecting conflicts such as overlapping room usage, faculty assignments, time slots, courses, and exam schedules. This system is developed using HTML, PHP, CSS, and MySQL to ensure a dynamic and user-friendly scheduling process.

SEMINAR

ISITE Conference 2

University of Cordillera

Baguio City, Philippines

April 2024

SKILLS & INTEREST

Languages: English & Tagalog

Hobbies: Swimming, Video Games, Building Computers, Music.

Web Development: HTML, CSS, & PHP

Database Management: SQL & MySQL