




JENYLL T. MABBORANG

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 Scarborough, ON M1B2P4

CAREER OBJECTIVE

Seeking a position in an organization that offers growth opportunities and assigns challenging tasks where I may be able to utilize my knowledge, skills and capabilities, and encourages me to excel in my chosen field while also contributing significantly to the company's success.

SKILLS

Attention to detail

Web Design

Node.js, TypeScript, JavaScript, HTML/CSS

Software Installation and Troubleshooting

Database Management: MS SQL, MongoDB, MySQL, Access

Adaptability and flexibility

Ability to multi-task and work under pressure

Problem-solving skills

Critical thinking and Data Analysis

Customer Service

Training and Development

Organizational Skills

Collecting Information

Data Entry

Mail Handling

Sorting and Labeling

Database Uploading

Data Processing

Strong Interpersonal Skills

EXPERIENCE

SUPERVISOR, Toronto, Ontario

Hallmark Cleaning Service, January 2023–Present

- Oversee the completion of all janitorial tasks
- Organize and distribute cleaning supplies, equipment, keys, and access cards to all staff
- Delegate duties and requests and ensure they are completed in a timely manner
- Follow labor budgets prepared by Hallmark Management
- Perform regular Quality Assurance inspections and advise staff of any deficiencies found and ensure they are corrected
- Conduct employee orientation training for all new employees, emergency evacuation procedures, early and safe return to work and all safety rules
- Conduct monthly safety talks, maintain the equipment inventory log, and complete any other administrative tasks required by the company
- Ensure that the Company's Health and Safety Rules and Procedures are carefully followed
- Perform any additional duties as assigned by Management.

CUSTODIAN, Toronto, Ontario

Hallmark Cleaning Service, April 2022–December 2022

- Perform all cleaning and routine maintenance duties for all facilities (meeting rooms/ restrooms/ offices)
- Maintain inventory of supplies and equipment's
- Opens and locks facilities after business hours for cleaning
- Ensures all equipment's and chemicals are stored safely after use

ADMINISTRATIVE ASSISTANT

Northern Luzon Pagasa Regional Services, January 2021–September 2021

- Performs encoding, letter composition, and deals with various publics
- Greet and welcome visitors or clients and assist with their needs
- Handles the weather certificate system of NL-PAGASA that requires proofreading and accurate data entry
- Provided administrative support to management staff, including scheduling meetings and appointments, preparing agendas, taking minutes, maintaining records, and monitors technical problems to satellites and radar and report to IT department
- Answered phone calls, directed inquiries to appropriate personnel, responded to customer requests in a timely manner.
- Maintained files and filing, keeping sensitive information confidential.

COLLEGE INSTRUCTOR

International School of Asia and the Pacific, August 2018–December 2019

- Use a systematic approach to teach students through various methods such as lectures, demonstrations, discussions, and projects
- Create curriculum and teaching materials for courses
- Assess students' progress by preparing, administering, and grading tests and papers
- Provide guidance to students regarding program curricula and career choices, and supervise their projects and practical training
- Utilized technology effectively to facilitate learning in the classroom, including using PowerPoint presentations, online discussion boards and other web-based tools.
- Cultivated relationships with colleagues, administrators and parents to ensure successful outcomes for students.

TECHNICAL SUPPORT

Rivan School of Technology Inc, January 2018–March 2018

- Respond to inquiries and resolve software, hardware, network, and general technical issues for students and clients in a timely and effective manner
- Collaborate with instructors and students to ensure that training programs run smoothly, including the installation and maintenance of necessary equipment, software, and network infrastructure
- Maintain and update training equipment, computers, software, and resources to ensure peak performance, coordinating repairs and replacements as needed
- Build a comprehensive knowledge base by documenting technical issues, solutions, and FAQs to facilitate efficient troubleshooting and provide self-help resources for students.

EDUCATION

ONTARIO COLLEGE ADVANCE DIPLOMA IN SOFTWARE ENGINEERING TECHNOLOGY TORONTO, ONTARIO

Centennial College, May 2023

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY TUGUEGARAO, CAGAYAN

University of Cagayan Valley, June 2018

CERTIFICATIONS

- April 2018 Microsoft Office Specialist (Word)
- June 23, 2019 National Certificate II (Computer Systems Servicing)
- March 2016 Microsoft Office Specialist (Excel)
- September 2023 Meta Front-End Developer

VOLUNTEER EXPERIENCE

TEACHER

Solana, Cagayan

Department of Education, October 2020–January 2021

- Volunteered at my beloved alma mater Dassun National High School as a teacher to help minimize the workloads of others during the pandemic