

PONSICA, CARLO M.

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Summary

Results-driven graduate with a background in IT who is passionate and friendly, gaining hands-on experience in computer software, systems, networks, printers, and scanners, including maintenance and technical support, continuously learning and improving skills in various programming languages and technologies. Committed to ongoing self-study and development to stay current in the ever-evolving field of technology.

- Strong analytical and troubleshooting skills
- Detail-oriented with excellent problem-solving abilities
- Effective communicator and team player
- Eager to learn new tools and technologies

EDUCATION

Tertiary

Don Honorio Ventura State University
Bachelor of Science in Information technology

Bacolor, Pampanga
2019 - 2023

Senior High School

STI-College San Fernando Incorporated
Information and communication technology

San Fernando, Pampanga
2017 – 2019

Work Experience

Internship Trainee

Pampanga III Electric Cooperative, INC
IT & Network Maintenance of Corporate Planning Department

Sampaloc, Apalit, Pampanga
Feb – June 2023 (486 Hours)

Key responsibilities

- Installing and configuring computer hardware, software, systems, networks, printers and scanner
- Computer Maintenance
- Printer Maintenance
- Provide technical support for other departments

Work Experience

Dashcam Reviewer

Mindbridge Resource Corporation Inc.
Logistic Department

**Feeder Road Brgy San Isidro
San Simon Pampanga**
Oct 2023–Present

Key responsibilities

- Monitoring/Assisting GPS Trackers, coordinating with third party who handle GPS SYSTEM
- Detecting Suspicious GPS DATA any unusual or suspicious activities, behaviors, or incidents
- Responding to Incidents: Creating a Fully Details Report on the incident, Truck Issue/over speeding/Accident/Violation
- Operating Equipment: Dash cameras, monitors, recording devices, and other related hardware and software systems. Maintaining Records: Documenting incidents, recording observations, and maintaining accurate logs of surveillance activities and any notable events.
- Troubleshooting and Maintenance: Performing routine checks, troubleshooting technical issues, and reporting any malfunctions or maintenance requirements related to surveillance equipment. Provide technical support for other departments

Technical Skill

Software Proficiency:

- Adobe Creative Suite: Photoshop, Illustrator
- Design tools: Canva
- Office productivity tools: Microsoft Office Suite (Word, Excel, PowerPoint)

Hardware Proficiency:

- Computer assembly, upgrading, and maintenance
Installation and troubleshooting of peripheral devices (printers, scanners, monitors, etc.)
- Networking hardware: Routers, switches, modems, and access points

Programming Languages & Development Tools:

- Front-end: HTML, CSS, JavaScript
- Back-end: C++, C#, Python, MySQL, Firebase
- Development environments: MS Visual Basic
- Basic understanding of Git/GitHub

Networking Skills

- Configuration and maintenance of LAN/WAN setups
- Installation of network equipment and basic troubleshooting
- Knowledge of IP addressing, subnetting, and network security basics

Operating Systems:

- Windows (all versions) – installation, configuration, and troubleshooting

Other Technical Skills:

- Basic database management and SQL querying
- Hardware diagnostics and issue resolution
- Software installation, updates, and patch management