

KHEN ASHLEY D. LIMOS

Centro, Seselangen, Sual, Pangasinan

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PROFESSIONAL SUMMARY

Results-driven technology professional with strong experience in computer skills, customer service, and project support. Skilled in Microsoft Office tools, time management, and problem-solving. Passionate about delivering high-quality work, collaborating with teams, and continuously improving technical skills.

CORE SKILLS

- Microsoft Word, Excel, PowerPoint
- Strategic Planning and Scheduling
- Time Management
- Verbal and Written Communication
- Video and Photo Editing
- Computer Hardware and Troubleshooting
- Software Installation and Configuration
- Basic Networking (LAN/WiFi Setup)
- Data Entry and Database Management
- IT Support and Help Desk Assistance
- Technical Documentation
- System Backup and Recovery (basic knowledge)
- Remote Support Tools (e.g., TeamViewer, AnyDesk)
- Mobile Device Management (Android, iOS basics)
- Cloud Platforms Familiarity (Google Drive, Dropbox)

PROFESSIONAL EXPERIENCE

IT Intern / Customer Relations Officer (CRO)

Bureau of Fire Protection (BFP) – Alaminos City, Pangasinan | January 2024 – May 2024

- Assisted in maintaining and troubleshooting computer hardware, software, and network systems.

- Supported daily IT operations, including system updates, file management, and data backups.
- Handled customer inquiries and provided front-line support both in-person and over the phone.
- Managed and organized digital and physical records for efficient information retrieval.
- Ensured the smooth operation of basic office technology such as printers, routers, and telecommunication systems.
- Helped in creating technical documentation and reports for internal use.
- Collaborated with different departments to resolve IT and service-related issues quickly.

EDUCATION

Information Technology Diploma

STI Alaminos | 2025

Elementary Graduate

Valedictorian

Senior High School Diploma

Graduated with High Honors

Seselangen Elementary School

Sual National High School | 2019

REFERENCES

Ms. JODESSA C. GERMAN

09639926647

Dacap Norte Bani Pangasinan

Admissions Officer/Instructor at STI ALAMINOS