Kelvin Kylle Valera Dalena

- 96 Gonzales St. Pakil, Laguna
- Gmail: kelvindalenaofficial
- 09161361543

Objectives

To obtain work employment in a creative and dynamic professional environment where I can utilize my creativity and innovative thinking to showcase my capabilities in a professional matter also to learn new skills for the betterment of the organization and myself.

Personal Data

Age	:	23 y/o
Birth Date	:	03-05-99
Citizenship	:	Filipino
Civil Status	:	Single
Gender	:	Male
Religion	:	Catholic
Height	:	5'8
Weight	:	75

Educational Attainment

Bachelor of Science in Information Technology
Polytechnic University of the Philippines
Main Campus - Sta. Mesa, Manila | 2018 - 2021

Diploma in Information Technology (DICT)
PUP Institute of Technology
ITech - Sta. Mesa, Manila | 2015 - 2018

Liceo De Pakil High School
Pakil, Laguna | 2010 - 2014

Experience and Training

PhilSys National ID (Contractual)
PSA Identification System
Registration Kit Operator   Feb. 2022 – May. 2022
Duties and Responsibilities

- Captures Demographic and Biometrics data of applicant.
- Data Capture Operator for Mobile Registration Centers.
- Maintains and exports daily captured data.
- Keeps and manages assigned registration kits.
- Performs basic troubleshooting and technical issues.
- Perform other tasks that may be assigned by supervisor.

TheLeafConcepts (Part Time Job)
Film Production
Editor   Jun. 2018 – Dec. 2020
Duties and Responsibilities

- Develop content calendar and oversee con-prod.
- Organize, monitor, and assign project deadline.
- Assembling raw clips, editing script and outline.
- Inputting sound and graphic effects.
- Editing with creative eye for improvement and synchronizing everything for final presentation.

CitiGlobal (On the Job Training 300hrs)
Realty and Development Incorporation
Graphics Designer   Dec. 2017 – Mar. 2018
Duties and Responsibilities

- Developing concepts, graphics and layouts for realty illustrations, poster, and banner.
- Review final layouts and oversee improvements.
- Posting in social media platform to market realty.

Attributes

Active Listener

Analytical Thinking

Discipline Behavior

Fast Learner

Leadership

Organized

Optimistic

Problem-Solving

Work Ethics

References

Ms. Catherine Z. Brosas
PSA Focal Person
Philippine Statistics Authority

Ms. Karen Bermudez
Human Resources Specialist
Paco Catholic School
karen.bermudez@gmail.com

Mr. Gary Sta. Cruz
Owner of TheLeafConcepts
stacruzgary@gmail.com

Paco Catholic School (On the Job Training 250hrs)

Management Information System Department

IT Support & Technician Dec. 2015 – Feb. 2016

Duties and Responsibilities

- Building and installing computer systems for their 3 computer laboratories with 60 units each.
- Maintain daily performance of computer systems.
- Respond and solve technical issues and queries.

Skills

Knowledgeable in the following:

Programming & Coding

- Programming Language: PHP
- Scripting Language: HTML, CSS, and JavaScript.
- Frameworks: Bootstrap
- Database: MySQL Server

Computer Literate

- Media Editing Software: Adobe Applications. (Photoshop, Premiere, Flash, and Audition)
- Documentation Software: Microsoft Offices. (Word, PowerPoint, Excel, and Access)

Troubleshooting

- Hardware: Computer Build Setup
- Software: Application Installation
- Network Administration: Cable Management

Seminars Attended

Network Administration
IBITS, CCIS - Zoom Webinar
Aug. 8 2020
Meeting the Future Technology
5th Floor Innovation Centre - FEU Tech
Nov. 12 2018
Asian Institute of Artificial Intelligence
1st Philippine AI Emerging Technology
6th Floor C.M. Recto Hall – PUP
Aug. 7 2018

Kelvin Kylle V. Dalena
Applicant