A person in a white shirt

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**ARNOLD S. DELA CRUZ**

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# **PROFESSIONAL SUMMARY**

A highly resourceful and detail-oriented professional with comprehensive experience in Human Resources, Administrative Support, and Full Stack Development. Adept at managing personnel operations, overseeing system development tasks, and providing technical support in fast-paced environments. Strong background in team leadership, payroll administration, and records management. Proficient in various technical and software development tools with a passion for problem-solving and continuous learning.

# **KEY SKILLS**

## Human Resources & Administrative Skills:

* Personnel Management & Employee Relations
* Payroll Preparation & Leave Administration
* Performance Evaluations & Promotions
* Budgetary Requirements Preparation
* Report & Documentation Control

## Technical Skills

* HTML, CSS, Bootstrap, JavaScript, jQuery, PHP, MySQL
* Hardware and software troubleshooting
* Microsoft Office Suite (Word, Excel, PowerPoint)
* Visual Studio Code

## Soft Skills:

* Problem Solving & Analytical Thinking
* Time Management & Organization
* Adaptability & Quick Learning
* Strong Attention to Detail
* Multicultural Collaboration & Communication

# **EDUCATION**

* Bachelor of Science in Information Technology

Cagayan Valley Computer and Information Technology College | Graduated: 2020

Best in Web-based Programming, Best in Window-based Programming, Best in System Analysis and Design, Best in Database Designing, Programmer of the Year

* Computer Systems Servicing NC II

Southern Isabela College of Arts and Trades | Completed: 2015

# **PROFESSIONAL EXPERIENCE**

# National Irrigation Administration–Magat River Integrated Irrigation System-Dam & Reservoir Division

* Records Assistant | October 2022 – June 2024
* Led the Personnel and Records Unit, managing over 350 employees.
* Assisted in payroll preparation, leave administration, promotion and performance evaluations.
* Prepared monthly reports.
* Assisted in the preparation of personnel strength budgetary requirements.
* Handled records management and document control processes.
* Ensured timely and accurate data entry and maintained confidentiality.
* Computer Operator | March 2022 – October 2022
* Provided technical support for hardware and software systems.
* Conducted annual preventive maintenance on all systems.
* Managed system deployment and monitoring, creating regular reports on performance.
* Supported face-to-face and virtual meeting operations.
* Assisted in leave administration and prepared personnel reports.
* Data Encoder – HR Assistant | September 2020 – March 2022
* Supported personnel management and assisted with leave administration.
* Awarded “Rookie of the Year” in 2021 for exceptional performance and dedication.

# **TRAININGS AND CERTIFICATIONS**

* Phyton Programming Essential Course | May 20 – 31, 2024 (40 hours)
* Seminar-Workshop on Basic Records and Archives Management | October 27-28, 2023
* Records Management and Document Control | July 13, 2023
* Basic Occupational Safety and Health Training | April 25-26, 2023
* Seminar-Workshop on the Procedure of Maintenance and Retention of Documented Information | October 13-14, 2022
* Interpersonal Skills and Stress Management Training | September 29, 2022
* Career Service Professional | March 13, 2022
* Mobile Application Development | December 17-18, 2018
* Seminar-Workshop using Python | September 20-21, 2018
* Basic Graphic Designing using Adobe Photoshop | April 10-11, 2017
* Social Engineering and Identity Theft | March 15, 2018
* Mobile Programming using Kotlin | March 15, 2018
* Python Programming | March 15, 2018

**ARNOLD S. DELA CRUZ**

Applicant

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_