



Marissa L. Umali

Phone:09427306540

Professional Summary:

Dynamic and results-oriented IT professional with over ten years of experience in education, IT administration, and data management. Possess a Bachelor of Science in Computer Science from Laguna College of Business and Arts and currently pursuing a Master of Information Technology from Technological University of the Philippines Manila. Demonstrated expertise in curriculum development, IT facilitation, system operation monitoring, and data encoding. Proven ability to effectively teach computer subjects to students of all levels, from elementary to college. Skilled in managing purchasing activities, maintaining inventory, and ensuring the smooth operation of grading and billing systems. Certified in Microsoft Office Specialist, Computer System Servicing, Visual Graphics Design, and Front-End Web Development Application. A dedicated professional committed to delivering high-quality education and IT solutions.

Skills:

- Proficient in Microsoft Office Suite
- Certified Microsoft Office Specialist
- Skilled in curriculum development and facilitation
- Strong knowledge of computer system servicing
- Experienced in visual graphics design
- Proficient in front-end web development applications
- Excellent communication and interpersonal skills
- Strong presentation and facilitation abilities
- Fluent in English and Filipino
- Attention to detail and accuracy in data encoding
- Ability to manage purchasing activities and maintain inventory
- Knowledgeable in system operation monitoring
- Dedicated to delivering high-quality education and IT solutions

Education:

Master of Information Technology (Ongoing)

Technological University of the Philippines Manila
(Completed 24 units)

Bachelor of Science in Computer Science

Laguna College of Business and Arts Graduation
Date: March 1997

Work Experience:**IT Faculty Pamantasan ng Lungsod ng Muntinlupa, Muntinlupa City, Philippines 2015 - Present**

Prepare course curriculum and facilitate classes in IT-related subjects.

Provide instruction and guidance to students in various areas of computer science.

Collaborate with colleagues to enhance teaching methods and materials.

She was recognized for consistently delivering engaging and effective instruction.

IT Faculty Pamantasan ng Cabuyao City, Laguna Philippines 2017 - 2019 Prepare course curriculum and facilitate classes in IT-related subjects.

Provide instruction and guidance to students in various areas of computer science.

Collaborate with colleagues to enhance teaching methods and materials.

She was recognized for consistently delivering engaging and effective instruction.

Purchasing and IT Staff / Property Custodian Angels in Heaven School Inc Beaconhouse, Cabuyao City, Philippines May 1999 - June 2015

Managed purchasing activities for the school, including sourcing suppliers, negotiating contracts, and maintaining inventory levels.

Oversaw property custodian duties, ensuring the cleanliness and maintenance of school facilities.

Monitored the operation of the grading system and billing system, troubleshooting technical issues and ensuring smooth functionality.

Collaborated with school administrators and staff to address IT-related concerns and provide technical support.

Achieved consistent efficiency improvements in purchasing processes, leading to cost savings for the school.

Received commendations for dedication to maintaining a conducive learning environment and efficient school operations.

Elementary and High School Computer Teacher Augustinian School of Cabuyao City, Cabuyao City, Philippines June 1997 - March 1999

Instructed computer subjects to Grade 3 students through 3rd Year High School students.

Developed and implemented lesson plans to effectively deliver computer curriculum.

Provided individualized support to students to enhance their understanding of computer concepts.

Utilized various teaching methods and technologies to engage students and promote learning.

Collaborated with fellow educators to integrate technology into cross-curricular activities.

Received positive feedback from students and parents for fostering a positive and interactive learning environment.

Data Encoder Bridge Audio and Video Services, Cabuyao City, Philippines April 1997 - May 1997

Responsible for encoding students' information for school ID creation.

Printed and prepared IDs for delivery to schools according to specified requirements.

Ensured accuracy and confidentiality of student data.

Collaborated with team members to meet production deadlines and quality standards.

Demonstrated efficiency in data entry tasks, contributing to smooth operations and timely delivery.

Received commendation for attention to detail and dedication to task completion.

Character References:

Dr. Mideth B. Abisado, IT Faculty, College of Computer Studies, National University Manila, Philippines

Alain J. Anuevo MIT, Dean, College of Information Technology and Computer Studies, Pamantasan ng Lungsod ng Muntinlupa City Philippines, alainanuevo@plmun.edu.ph

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