



Marissa L. Umali

Cabuyao City, Philippines

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PROFESSIONAL SUMMARY:

Dynamic and results-oriented IT professional with sixteen (16) years of experience in education, IT administration, and data management. Hold a degree of Bachelor of Science in Computer Science from Laguna College of Business and Arts and am currently pursuing a Master of Information Technology from Pamantasan ng Lungsod ng Muntinlupa. Demonstrated expertise in curriculum development, IT facilitation, system operation monitoring, and data encoding. Proven ability to effectively teach IT and Computer Science courses. Certified in Microsoft Office Specialist, NCII Computer System Servicing, NCII 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
Dedicated to delivering high-quality education and IT solutions

WORK EXPERIENCE:

IT Faculty Pamantasan ng Lungsod ng Muntinlupa, Muntinlupa City, Philippines

2015 - Present

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

IT Faculty Pamantasan ng Cabuyao City, Laguna Philippines 2017 - 2019

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

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.

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

Grade 3 students through 3rd Year High School students.

Data Encoder, Bridge Audio and Video Services, Cabuyao City, Philippines

April 1997 - May 1997

EDUCATION:

MASTER OF INFORMATION TECHNOLOGY

Pamantasan ng Lungsod ng Muntinlupa

On-going

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

Laguna College of Business and Arts

Graduation Date: March 1997

CHARACTER REFERENCES:

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

Kaycee Mendez MIT, LPT, IT Program Chair, Pamantasan ng Lungsod ng Muntinlupa City Philippines, kayceemendez@plmun.edu.ph

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