



MCDROE S. ERENEA

IT Support Specialist | Graphic Designer | Technical Assistant

Numancia, Aklan, Philippines

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ABOUT ME

Dynamic and detail-oriented IT professional with a strong background in technical support, computer and mobile device repair, networking, and creative graphic design. Experienced in both government and freelance environments, combining technical expertise with visual creativity to deliver efficient IT solutions and impactful digital content. Highly adaptable, self-driven, and committed to continuous learning and professional growth.

PROFESSIONAL EXPERIENCE

Laboratory Technician (Job Order)

Department of Public Works and Highways (DPWH) – Kalibo, Aklan

October 2023 – December 2025

- Performs technical tasks supporting infrastructure development projects
- Maintains, organizes, and verifies laboratory documentation and test results
- Conducts testing and quality control using approved procedures and instrumentation
- Calibrates and maintains laboratory instruments to ensure operational efficiency
- Assists in technical reporting and compliance documentation

IT Technical Assistant

University of San Agustin – CISS – Iloilo City

January 2021 – June 2021

- Provided frontline technical support for faculty, staff, and students during campus activities, classes, and multimedia presentations.
- Troubleshoot hardware, software, and basic network issues across computer labs, offices, and presentation setups.
- Assisted in maintaining campus computer systems and network connectivity to ensure stable daily operations.
- Responded to user-reported technical issues, documented concerns, and escalated complex problems to relevant IT departments when necessary.
- Maintained accurate records of technical issues, user interactions, actions taken, and resolutions for tracking and reporting purposes.
- Delivered customer-focused support by communicating clearly, managing expectations, and ensuring user satisfaction.
- Provided regular feedback and reports on recurring technical issues to support continuous service improvement.

IT Intern

AG Web Services – Jaro, Iloilo

August 2019 – October 2019

- Assisted in website maintenance and basic web development tasks
- Supported graphic and digital design projects
- Helped troubleshoot internal IT systems

IT Intern

University of San Agustin – Campus Ministry – Iloilo City

July 2019 – August 2019

- Supported IT systems and multimedia setup for campus events
- Assisted with document digitization and basic design work

Freelance IT & Creative Specialist

January 2019 – Present / Remote

- Computer and laptop diagnostics, repair, and refurbishment
 - Mobile phone repair (LCD, battery, and internal component replacement)
 - Network cabling, installation, and basic configuration
 - Graphic design for logos, tarpaulins, posters, certificates, and social media content
 - Client consultation, mockup presentation, and final project execution
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EDUCATION

Bachelor of Science in Information Technology

University of San Agustin, Iloilo City
2020

High School Diploma

Santo Niño Seminary, Numancia, Aklan
2012 – 2016

TECHNICAL & CREATIVE SKILLS

- IT troubleshooting and technical support
- Computer hardware diagnostics and repair
- Mobile device repair and maintenance
- Network cabling and basic network configuration
- Operating system and software installation
- Basic front-end and back-end development
- Technical documentation and reporting
- Canva graphic design
- Adobe Photoshop photo editing and layout design
- Multimedia editing (photo, video, basic animation)
- Microsoft Office (Word, Excel, PowerPoint)
- Data entry and basic data analysis

SELECTED PROJECTS & WORK SAMPLES

Animated Videos (Adobe After Effects)

- *Mutya ng Mga Guro 2018* – Cabatuan Elementary School

Software Project

- *USA Cafeteria Food Reservation System* (Java – NetBeans)

Graphic Design & Branding

- U-Week 2019 Event Backdrop
- Mutya ng Mga Guro Logo (Cabatuan Elementary School)
- Jiloca Elementary School Logo
- Cabatuan Elementary Gymnastics Association Logo
- Graduation Program Layouts (2019)
- PNP Tarpaulin Designs & Facebook Post Layouts
- Invitations, Certificates, Plaques, and Trophy Layouts

LANGUAGES

- English
- Tagalog
- Hiligaynon

PERSONAL SKILLS

- Strong attention to detail
- Effective communication and teamwork
- Time management and task prioritization
- Ability to work independently or in team environments
- Performs well under pressure and tight deadlines
- Willing to work extended hours when required
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HOBBIES & INTERESTS

Airsoft – Strategic team-based activity that enhances teamwork, leadership, and problem-solving skills

Animated Videos using Adobe After Effects CC 2014

1. Mutya Ng Mga Guro 2018: Cabatuan Elementary School



POS using NetBeans

1. USA Cafeteria Food Reservation



11:51:34 PM Thursday, June 20, 2019

USA Cafeteria

Foods

Drinks

Deserts

USA Cafeteria

Chicken Adobo ₱45	Chicken Afritada ₱45	Chicken BBQ ₱18
		
<input checked="" type="checkbox"/> Quantity 1	<input type="checkbox"/> Quantity 0	<input type="checkbox"/> Quantity 0

Item(s) 2	Tax ₱9.0	Sub Total ₱90
Total Cost ₱99.0	Customer Number: 57	
Time: 11:51:26 PM Date: Thursday, June 20, 2019		

Thank You!

Total Print Reset Exit

Edited Picture using Adobe Photoshop CC 2015

1. U-Week 2019 (backdrop for the event)



2. Mutya Ng Mga Guro Logo 2018: Cabatuan Elementary School



3. Jiloca Elementary School Logo: Cabatuan Iloilo



4. Cabatuan Elementary Gymnastic Association



5. Graduation Program 2019: Cabatuan Elementary School

Pledge of Loyalty

We, the graduates of 2017-2018, do solemnly pledge to live up to the high of service for which our school stands and to uphold the best tradition for our people and country and to discharge fully and willingly our solemn duties and responsibilities as junior citizen of the Republic of the Philippines to the end that we shall bring honour and happiness to our school, parents, country, and God.

Mission

We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation.

As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.

Vision

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where: *Students learn in a child-friendly, gender-sensitive, safe, and motivating environment.*

Teachers facilitate learning and constantly nurture every learner.

Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen.

Core Values

Maka-Diyo
Maka-tao
Makakalikasan
Makabansa

Acknowledgement

We would like to extend our boundless and heart-felt thanks to the Parents, Municipal and Local Officials, General and Homeroom P.T.A. officials who have been very supportive to our school program and activities. Thank you for making year 2018-2019 a truly successful one.

TEMA: "Pagkakaisa sa pagkakaiba-iba: Kalidad na edukasyon para sa lahat".

THE SCHOOLS DIVISION SUPERINTENDENT, DISTRICT SUPERVISOR AND SCHOOL HEADS, TEACHING STAFF AND GRADUATING CLASS OF JILOCA ELEMENTARY SCHOOL

29th Graduation Ceremony

BATCH 2019

To be held at Jiloc Elementary School
Aragon Street, Cabatuan, Iloilo
on the 5th day of April Two Thousand and Nineteen
@ One o'clock in the afternoon.

APRIL FIVE, TWO THOUSAND AND NINETEEN

GUEST SPEAKER:
CARLOS LORCA FERRER

This serves as an invitation

6. Tarpaulin Designs – PNP Themes & Facebook Post Layouts

✓ TARPAULIN LAYOUT (ANY SIZE)



✓ FB POST GRAPHICS FOR OFFICIAL PAGES

The graphic has a dark blue background. At the top center is the text "IWAS SALISI TIPS" in large, bold, red letters, flanked by small decorative icons. Below this is a horizontal line. The main content consists of five numbered tips in white text:

1. Maging ALERTO! Indi makipag isturya sa bukon it kilaeang tawo.
2. Indi pag aywanang bukas du bag, kapin gid sa pampublikong lugar.
3. Kung pwede isueod pirme sa bag du cellphone ag mga maeahaeon nga gamit ag siguraduhong nakabutang daya sa atong prente.
4. Indi Magpanaw nga isaehanon kapin gid kun gabie
5. Indi Magsuksok it maeahaeon nga alahas ag indi magdaea it abung kwarta nga pwedeng makaengganyo sa mga manakaw

On the left side, there are illustrations of a woman being robbed and another woman using a smartphone. On the right side, there is an illustration of a police officer and a woman. At the bottom, there is a QR code, social media links for Facebook (@tangalanpnp), and hashtags #SaBagongPilipinasAngGustoNgPulisLigtasKa and #ToServeAndProtect. There are also small PNP and Sa Bagong Pilipinas logos.



SAFETY TIPS DURING TYPHOON



- Stay inside the house and keep yourself updated with the latest weather reports. A battery-powered radio is the best device you can have in a typhoon.
- Charge your mobile phones and make sure you have the emergency numbers near your area like fire, police or hospital.
- Boil drinking water for 15 minutes to kill off any harmful pathogens in it.
- Limit your time wading through floodwaters to avoid catching flood-borne diseases.
- Keep an eye on lighted candles or gas lamps. Place them in a basin with a small amount of water.
- Never underestimate the power of prayer.



#SaBagongPilipinasAngGustoNgPulisLigtasKa



#ToServeAndProtect

09985986127/
(036) 272-2031



IN CASE OF EMERGENCIES PLEASE CALL OR TEXT THESE HOTLINE NUMBERS

Tangalan Municipal
Police Station

09985986127
(036) 272-2031

Fire Station

09511771011

MDRRMO

09503997437

RHU

2722090



#SaBagongPilipinasAngGustoNgPulisLigtasKa



#ToServeAndProtect

09985986127



TYphoon Preparedness Tips

 Stay indoors and keep calm	 Stock food, water, cloth, first aid and emergency kit	 Have flash light, radio and batteries	 Monitor weather reports and updates
 Keep your mobile phone fully charged and save emergency hotlines	 Trim trees near your houses	 Turn off electricity, gas tanks and water in case of flooding	 Evacuate if necessary


#SaBagongPilipinasAngGustoNgPulisLigtasKa
#ToServeAndProtect

 @tangalanpnp

09985986127 / (036) 272-2031



CRIME PREVENTION TIPS SWINDLING

!

FRAUD ALERT

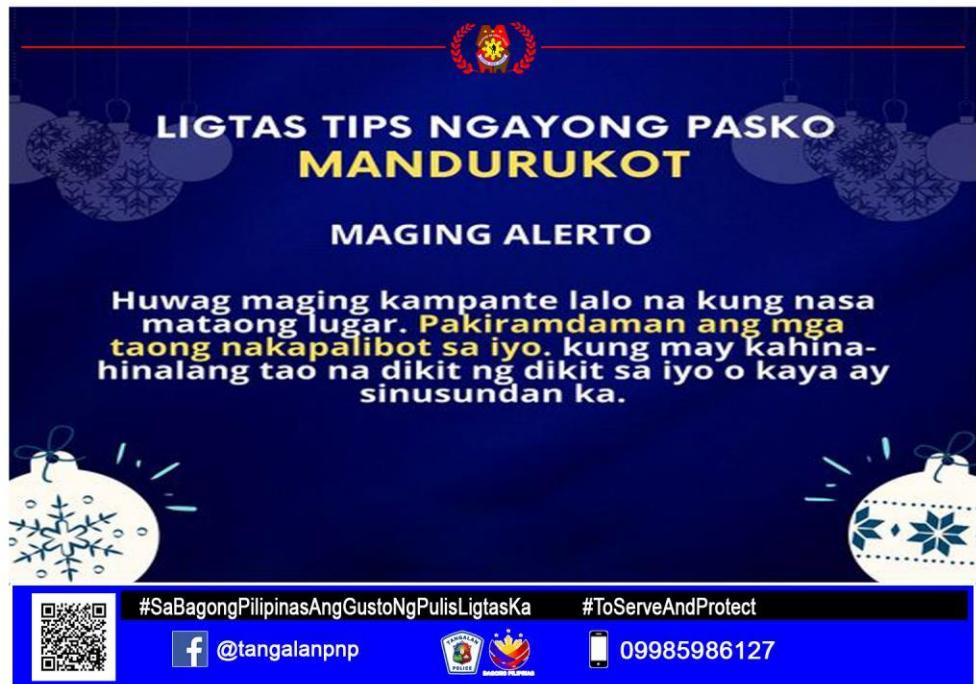
- Magduda: Itanong ang sarili kapag masyadong maganda ang alok. Madalas, ang sobrang kagandahan alok ay di totoo.
- Mag-ingat sa pagbibigay ng Impormasyon: Mag-research bago mag-bigay. Tiyakin na lehitimo ang kumpanya o indibidwal bago ibigay ang personal o pinansyal na impormasyon. Mag-ingat sa pagbibigay ng impormasyon sa online o sa telepono. Hindi dapat hinihingi ng lehitimong organisasyon ang sensitibong impormasyon sa hindi ligtas na paraan.
- Gamin ang Ligtas na Websites: Tiyakin na may "https://" sa URL ng websites kung mag-o-online transaction, at may padlock symbol para sa ligtas na koneksyon.
- Huwag Magmadali: Iwasan ang paggawa ng biglaang desisyon. Madalas, ginagamit ng mga manloloko ang urgency para mang-akit.


#SaBagongPilipinasAngGustoNgPulisLigtasKa
#ToServeAndProtect

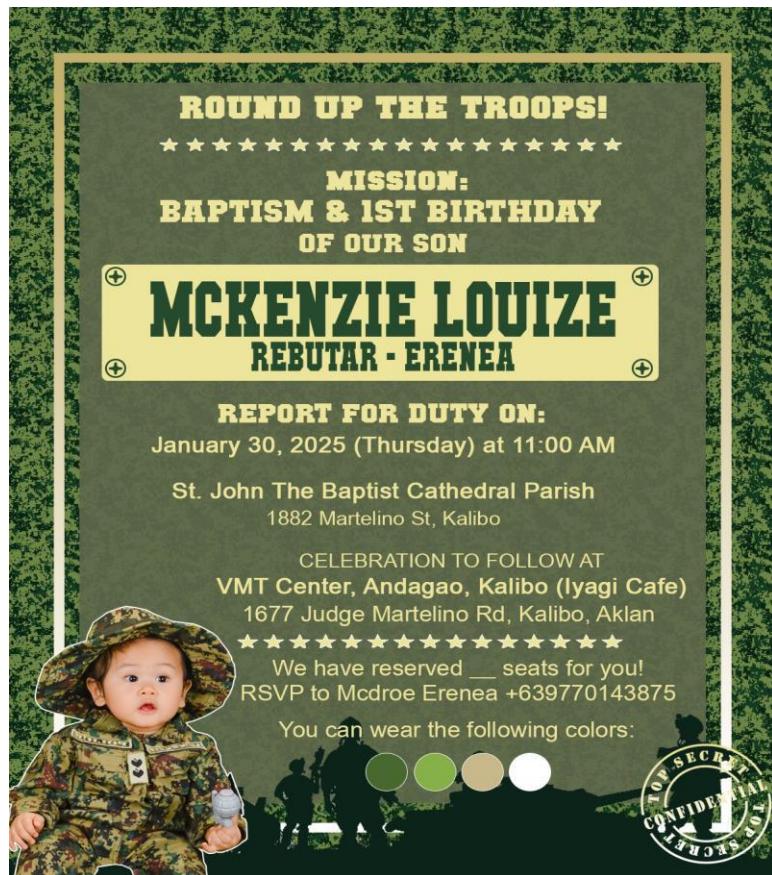
 @tangalanpnp

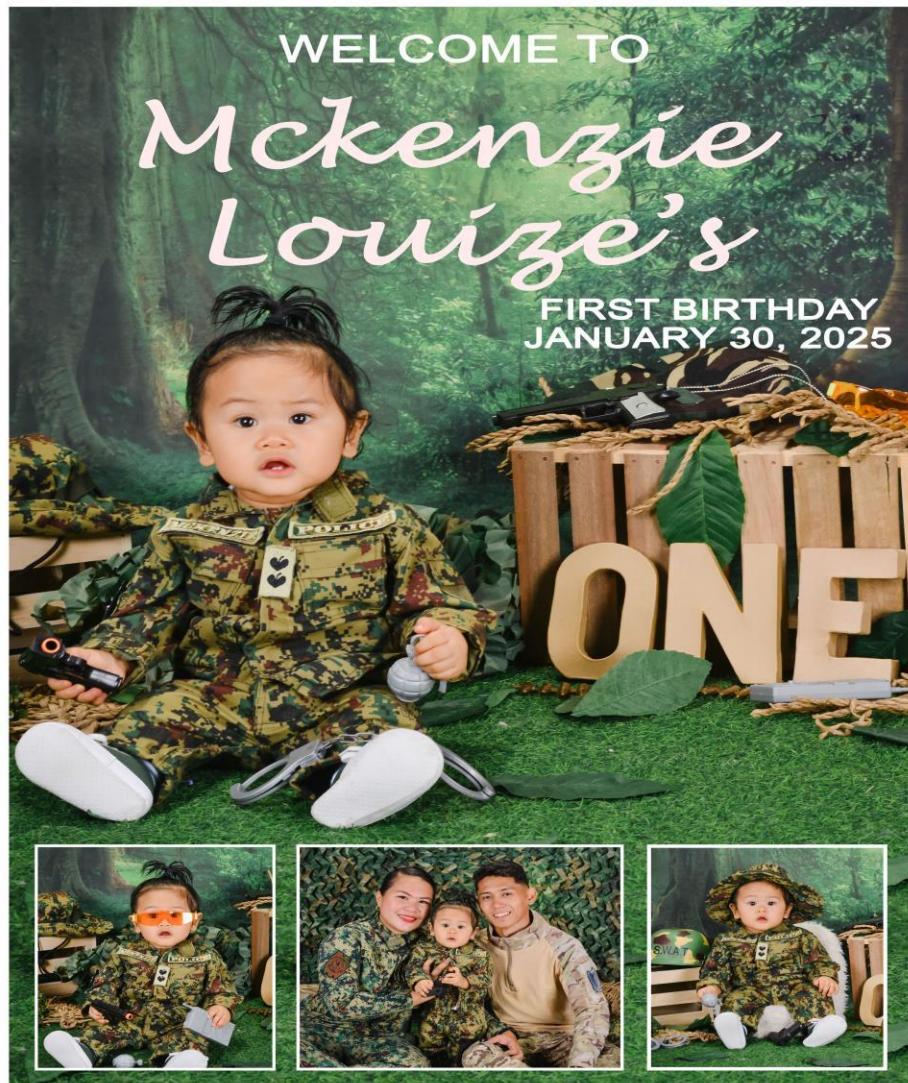

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7. INVITATIONS & CARDS







8. Plaques & Trophies



