



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
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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.
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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

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
-

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



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.

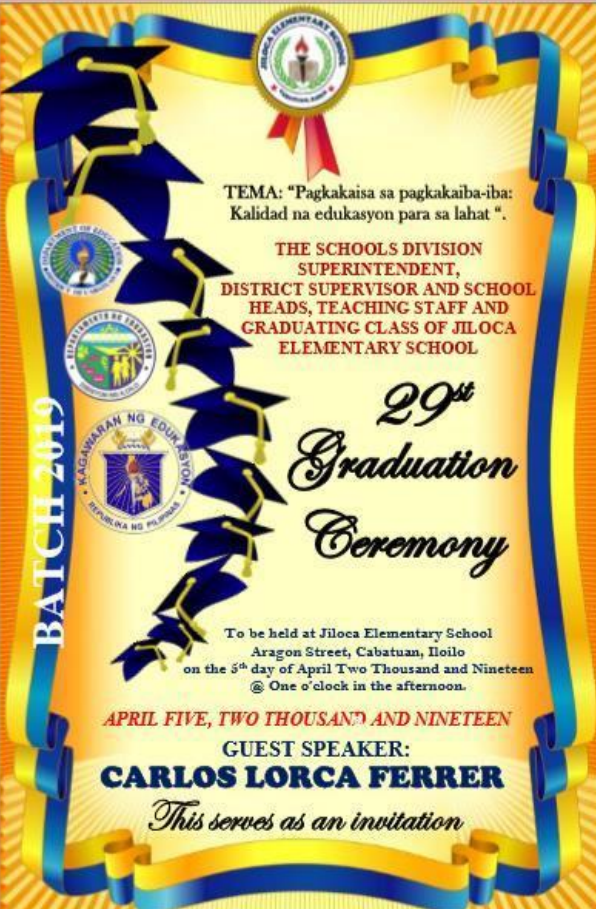
Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

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*

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

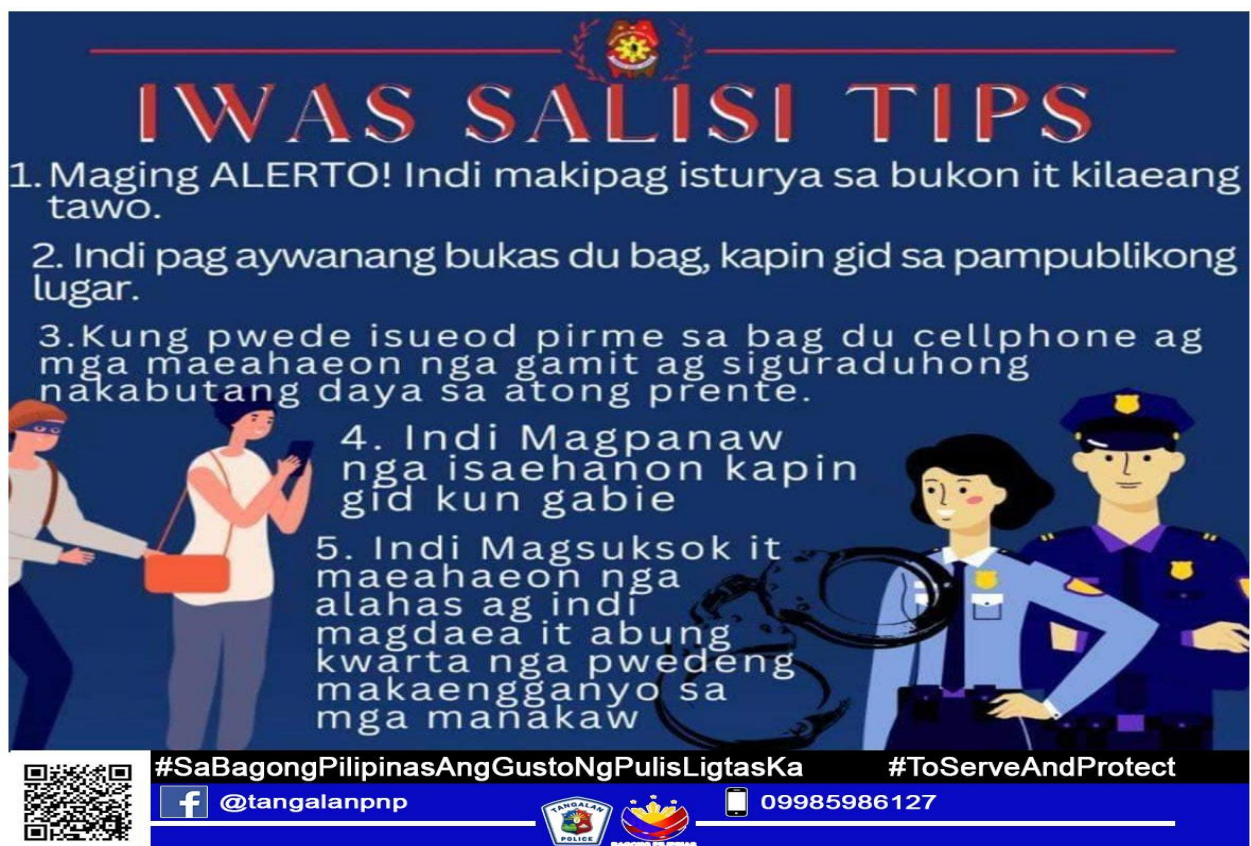
APRIL FIVE, TWO THOUSAND AND NINETEEN
GUEST SPEAKER:
CARLOS LORCA FERRER
This serves as an invitation

6. Tarpaulin Designs – PNP Themes & Facebook Post Layouts

✓ TARPAULIN LAYOUT (ANY SIZE)



✓ FB POST GRAPHICS FOR OFFICIAL PAGES





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



@tangalanpnp



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



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#ToServeAndProtect



@tangalanpnp



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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



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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.
- Gamitin 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.




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SAY NO TO RAPE

RA 8353 AS AMENDED BY 11648

THE ANTI-RAPE LAW OF 1997

ITO AY MAY KAPARUSAHAN NA RECLUSION PERPETUA O 20 TAON AT ISANG ARAW HAGGANG 40 TAON NA PAGKAKABILANGGO

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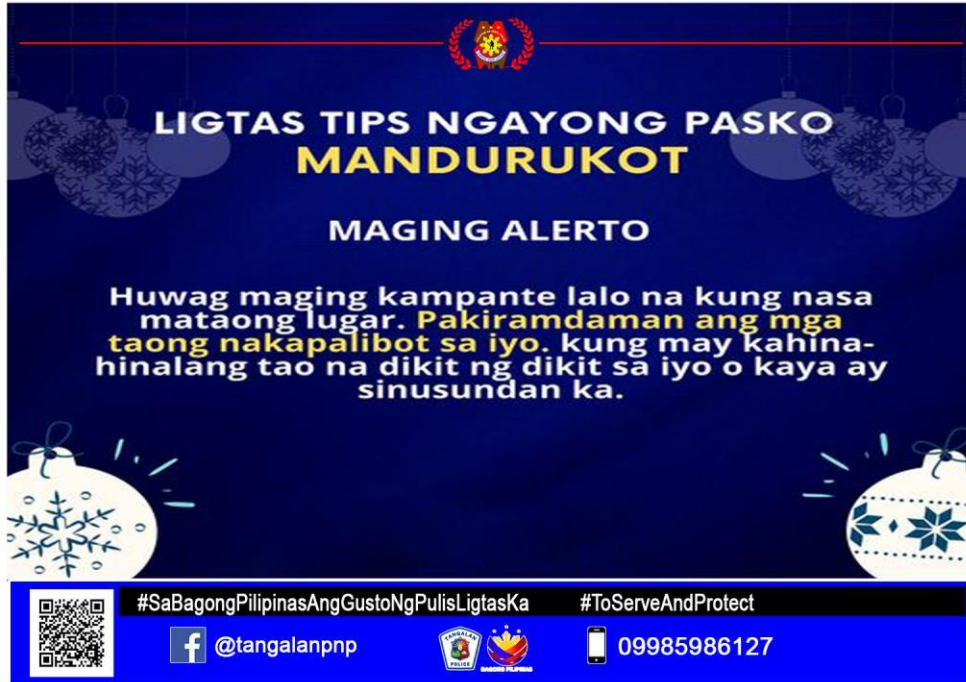


LIGTAS PASKUHAN SA MGA DEKORASYON

- Iwasang isaksak sa isang extension o electrical plug ang lahat ng dekorasyon o appliances.
- Siguraduhin na lehitimo at aprubado ng Department of Trade and Industry (DTI) ang mga dekorasyon at produkto ang iyong bibilhin.
- I-switch off ang mga dekorasyong de-kuryente kung matagal na itong nakabukas lalo na kung aalis ng bahay.
- I-check nang mabuti kung may exposed o sirang parte ang Christmas Lights kung mayroon ay huwag nang gamitin

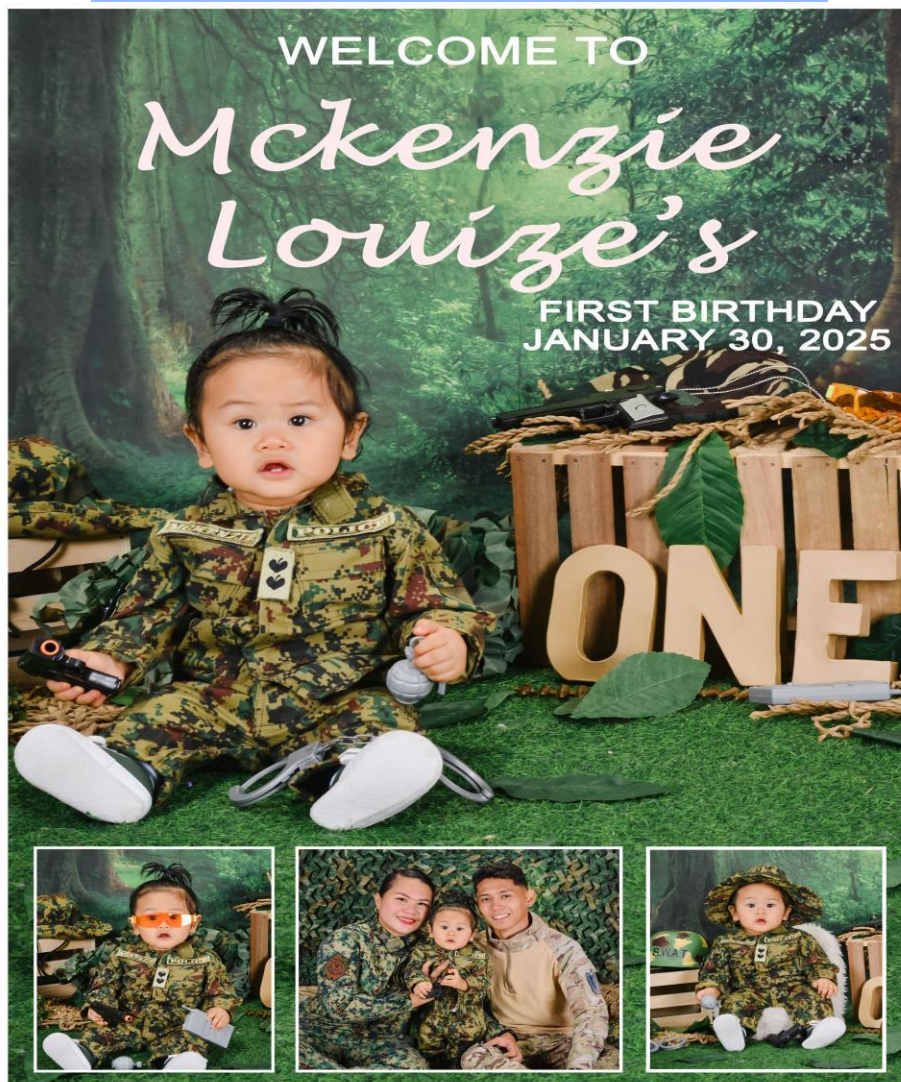
#SaBagongPilipinasAngGustoNgPulisLigtasKa #ToServeAndProtect

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7. INVITATIONS & CARDS







8. Plaques & Trophies



