Resume

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# Career Objective

To contribute to a dynamic team while learning and applying theoretical knowledge acquired during my studies to real-world IT projects and to secure a challenging position that utilizes my years of experiences.

# Work Experience

2024–2025  
IT Associate – Sales Rain, Inc.  
One Corporate Center, Ortigas Center  
Technical Support – Internship Program

2023–2024  
Capstone Project I and II, Student Internship Program  
Management System Researcher / Analyst

2017–2018  
Municipality of San Miguel Bulacan  
Record Management Officer

# Technical Skills / Expertise

## Hardware & System Maintenance

- PC troubleshooting and repair (hardware diagnostics, component replacement)  
- OS installation and formatting (Windows/Linux)  
- Disk cloning and full system migration (using DLC or similar tools)  
- Data backup and recovery  
- File recovery from damaged or formatted drives

## Networking

- LAN cable setup and testing  
- Internet connectivity troubleshooting (using CMD commands)  
- Basic network configuration and troubleshooting

## Software & Tools

- Command Prompt (CMD) for system and network diagnostics  
- Use of disk cloning software (like DLC - Disk Level Cloning)  
- Printer and peripheral setup and configuration

## Security & Access Recovery

- Password removal/reset for laptops (authorized access recovery)  
- Use of specialized tools for data retrieval and system access

## Other Technical Skills

- Biometrics enrollment and setup  
- CCTV installation and maintenance

## Soft Skills

- Time management  
- Teamwork and collaboration

# Expertise

- Web development: HTML, CSS  
- Networking (TCP/IP, LAN, WAN)  
- PC Assembler  
- Problem Solving  
- Computer troubleshooting  
- Communication  
- Teamwork  
- Time Management

# Languages

English  
Tagalog

# Education

Tertiary: Bulacan Agricultural State College (2018–2025)  
Bachelor of Science in Information Technology  
  
Secondary: San Miguel National High School (2012–2018)  
Senior High: TVL (Information and Communication Technology)  
  
Elementary: Balaong Elementary School (2006–2012)

# References

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