Gerald Romuga Ramirez

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geraldrportfolio.netlify.app

OBJECTIVE

I am looking for an opportunity of job in order to develop my skills and gain more knowledge in time and motion study. Also, to further improve my abilities and to supplement myself more experience in my chose field of work.

SKILLS

- Knowledgeable of programming in **PHP, HTML, CSS, Javascript ES6+ and React JS**
- Familiarity with **Github** and **Figma**
- Computer Literary, Good at Microsoft Office
- Critical thinking and able to learn quickly
- Basic troubleshooting computers

EXPERIENCE

PROFESSIONAL BACKGROUND

Registration Center Supervisor
Philippine Statistics Authority (October, 2021 - December 2022)

- Assists the PSA Field Office in the conduct training
- Complies with the directives of the Provincial Focal Person
- Supervises the performance of the Step 2 Registration teams
- Provides quality service
- Answers queries and complaints

Registration Kit Operator
Philippine Statistics Authority (April 2021 - October 2021)

- Validates demographic information provided
- Captures the biometric information
- Views and updates demographic and biometric information
- Maintains and operates the assigned registration kit
- Provides quality service

Business Process Associate 2
Amdatex Services Corp (November 2018 – February 2020)

- Key-in accurately pertinent information of an order
- Checks accuracy of encoded data
- Adheres to the channel's standard operating procedures
- Reports all issues encountered

PRE PROFESSIONAL BACKGROUND

I.T. Intern
TCL Online Services Inc. (November 2017 – February 2018)

- Completed 486 hours of On-The-Job Training on Technical Support
- Maintaining website using PHP in an MVC Framework

PORTFOLIO | geraldrportfolio.netlify.app

- Portfolio website that showcase my skills. Built this using **HTML, CSS, Javascript ES6+ and React**
- Included responsive design to be viewed on multiple different devices

CHARACTER REFERENCE

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