Ramon J. Sapina

Unit 701 - 3091 Eglinton Avenue East, Scarborough, ON M1J 2G1
E-mail: monsapina@gmail.com
Mobile Phone No.: 437-545-5095

SUMMARY OF QUALIFICATIONS

- With Bachelor's Degree in Computer Science
- With solid experience in the field of Information Technology in managing, creating, maintenance, including backup and restore operations (for business continuity process, BCP)
- Knowledgeable in hospital IT operations and procedures.
- Knowledgeable in Hospital Information System flows and procedures.
- With experience in Systems Analysis and Design including design tools and methods
- Advanced computer skills including pc hardware and network troubleshooting.
- Knowledge of Microsoft SQL Server from versions 2008 up to 2017, SQL queries, stored procedures, views, triggers, and functions.
- Knowledge of Crystal Reports for Business Intelligence
- Knowledge in Programming Visual Basic, Visual Basic.Net, Visual C#
- Excellent Interpersonal Skills
- With good training and teaching skills

EMPLOYMENT HISTORY

UNIVERSITY OF PERPETUAL HELP SYSTEM DALTA
Alabang-Zapote Road, Pamplona, Las Piñas City

POSITION: **System Analyst**
                Information Technology Department – DALTA CENTRAL
                December 15, 2015 – October 15, 2016

BASIC FUNCTIONS
- Analyze and examine existing systems to check if it still fit serving the business.
- Performs requirements gathering.
- Prepares relational diagrams, data flow diagrams, and flow charts to illustrate and document both existing and proposed systems.
- Coordinates with programmers and pass on requirements to be converted to program codes and functions.
- Implements the newly developed system.
- Performs change management.

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PERPETUAL HELP Medical Center – Las Piñas City
Alabang-Zapote Road, Pamplona, Las Piñas City

POSITION: Database & Application Officer
Information Technology Department
              June 2, 2006 – October 14, 2015

BASIC FUNCTIONS

- Responsible for the creation, maintenance, performance, integrity, and security of the databases including, but not limited to design, installation, implementation, administration, monitoring, tuning, migration, support, backup, restore, and disaster recovery.

- Manages application development projects for the successful development and implementation of in-house and proprietary business application systems and/or modules.

- Also conducts training for end users.

DUTIES AND RESPONSIBILITIES

- Designs and documents database architecture. Builds database schema, tables, procedures, and permissions. Writes data dictionary.
- Develops database utilities, scripts, and automated reporting.
- Develops interfaces, data mapping, and staging tables for systems integration.
- Installs and tests patches and upgrades, in coordination w/ DC & Systems.
- Monitors and performs database tuning.
- Oversee the DR system, backup/restore.
- Restores and recovers corrupted databases.
- Evaluates user needs and system functionality and ensure that solutions align with the IT standards and that the IT facility meets these needs.
- Follows Project Management standards and protocols including industry standards such as ITIL and ISO.
- Manages in-house and outsourced business application projects.
- Establishes priorities and sets deadlines for all business application development projects.
- Directs, reviews, and checks thoroughly the Systems Development Specialists in planning, users requirements specification, analysis and design, testing, deployment, and documentation of business applications.
- Test and installs new business applications and databases before migrating to the production environment.
- Creates and deploys modules for scheduled and ad-hoc reports.
- Maintains projects/program register and system documentation.
- Maintains, troubleshoots, supports, and upgrades all business application systems.
- Provides training to end users on in-house and proprietary business applications.
- Provides training and orientation to new IT members and IT OJTs.
- Ensures the working area and facilities under the section are secured, tidy, and working.
- Conducts regular performance reviews of employees being supervised.
- Composes and maintains the section's policy, reports, manuals, and procedures.
- Must ensure the correctness in spelling, grammar, and especially the content of all reports, memos, and documentation from the section likewise ensuring company formats and policies are followed.

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- Sources out prices of systems and hardware from external providers.
- Stays current with system information, changes, and updates.
- Complies with quality management policies.
- Performs other tasks that may be assigned by the immediate superior from time to time.

UNIVERSITY OF PERPETUAL HELP SYSTEM DALTA
Alabang-Zapote Road, Pamplona, Las Piñas City

POSITION: Sr. Programmer – Information Technology Department (Central Office)
June 1, 2004 – June 1, 2006

DUTIES AND RESPONSIBILITIES

- Analyze, prepare, and maintain written programs for the UPHSD Molino campus in consonance with the scope of IT projects
- Formulates and implements policies, plans, standards, and rules and regulations pertaining to campus information technology and electronic connectivity.
- Responsible for the day-to-day operations and maintenance of the systems including backup and restore procedures.
- Train personnel after user acceptance criteria have been met.
- Spearheads the formulation of IT plans, programs such as the Information Technology and Systems Strategic Plan, and other computerization initiatives.
- Administer and maintains the facilities for the operation of the campus Internet facility.
- Assists other IT personnel in developing and installing IT-related projects for critical/key services of the university and train respective users.
- Maintains and effects database updates on record sources from different offices.
- Assist in the preparation and data migration during the development of written programs.
- Establish the process to be captured by the system to be defined in the detailed system specification.
- Validates the accuracy of converted/migrated data.

UNIVERSITY OF PERPETUAL HELP SYSTEM DALTA
Alabang-Zapote Road, Pamplona, Las Piñas City

POSITION: Faculty, College of Computer Studies
              June 13, 2001 – May 31, 2004 (Full-Time)
              June 1, 2004 – April 30, 2008 (Part-Time)

DUTIES AND RESPONSIBILITIES

- Attends and participates in official meetings, school activities, academic counseling, and such other activities relevant to teaching assignment.
- Other related tasks as delegated by the immediate superior.
- Teaching various computer subjects such as:
  - Database Programming

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- Computer Architecture with Assembly Language
- Language and Automata Theory
- Systems Analysis and Design
- Software Engineering
- Visual Basic Programming
- Principles of Data Communication and Networking
- Discrete Mathematics

AMA COMPUTER UNIVERSITY
South Super Highway, Makati City

POSITION: Faculty, College of Computer Studies
June 13, 1998 to June 16, 2000

DUTIES AND RESPONSIBILITIES

- Teaching various computer subjects such as
  - Computer Fundamentals
  - Introduction to Programming
  - Structures of Programming Languages
  - File Processing
  - Discrete Mathematics
  - Database Management Systems
  - System Analysis and Design
  - Data Communication
- Worked as subject coordinator for subjects like Database Management System and Data Communications.
- Formulates and prepares periodical examination with table of specifications.
  Motivates students to strive for their individual goals as well as instill discipline to follow campus regulations.

PHILIPPINE WIRELESS INC. – POCKETBELL PHILS.
Aurora Boulevard, Cubao, Quezon City

POSITION: Section Head, Stores (Warehouse)
May 5, 1997 to June 12, 1998

DUTIES AND RESPONSIBILITIES

- Supervises staff in monitoring different functions related to keeping the section meet its goals.
- Motivates staff in performing according to the set job descriptions and meeting individual targets.
- Provides information relevant to stock status and communicates problems related to the group.
- Facilitates meetings to monitor the progress of work productivity of each staff.
- Handles the performance appraisal of each staff.
- Represents the section in plenary meetings with different section sections heads of the company.

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PHILIPPINE WIRELESS INC. – POCKETBELL PHILS.
Aurora Boulevard, Cubao, Quezon City

POSITION: Importation Assistant (Purchasing)
**   February 26, 1996 to May 4, 1997**

DUTIES AND RESPONSIBILITIES

- Canvass all imported purchases and job requisition and compare prices with local distributor if there are any in order to obtain reasonable quotes and best offer.
- Prepares and finalizes canvass sheet and purchase order form in order to properly document the transaction and be able to confirm orders with suppliers.
- Coordinate with Finance Division regarding funds and Letter of Credit opening in order to facilitate all requirements needed.
- Coordinate with suppliers, customs brokers and forwarders the exact time of delivery and closely monitor the progress of release of shipment from Bureau of Customs.
- Coordinate with end-users on matters of specifications in order to have a clear idea of the requirements.
- Reviews previews imported purchases and monitors increase and fluctuations of prices in order to help management in their decision making.
- Coordinates with Stores section and end-users and advice Finance Division to call the Insurance Adjuster to physically inspect the materials in order to identify defective items.
- Prepares e-mail and fax messages to be sent to suppliers in order to expedite the completion of requirements.
- Facilitates the exportation of all materials for repair outside the country in order to ensure the completion of requirements on time.
- Facilitates the exportation of mis-shipped and defective but guaranteed materials.

PHILIPPINE WIRELESS INC. – POCKETBELL PHILS.
Aurora Boulevard, Cubao, Quezon City

POSITION: Merchandise Storekeeper (Warehouse)
**   May 1, 1994 to February 25, 1996**

DUTIES AND RESPONSIBILITIES

- Receives and checks condition of deliveries from suppliers and items/materials recovered from projects and prepares receiving reports.
- Issues items requested by different units in the organization.
- Responsible in safekeeping all materials in the stockroom.
- Prepare reports relevant to stock status and coordinates with Inventory Planning and Control and Purchasing Section for stock replenishment.

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PHILIPPINE WIRELESS INC. – POCKETBELL PHILS.
Aurora Boulevard, Cubao, Quezon City

POSITION: Data Encoder (Inventory Planning and Control)
February 14, 1994 to April 30, 1994

DUTIES AND RESPONSIBILITIES

- Encode all stock items with corresponding item codes.
- Prepare summary reports of inventory.
- Update records/files and other related documents.

EDUCATION

HEALTH INFORMATICS TECHNOLOGY   **January 9, 2023 - Present**
CENTENNIAL COLLEGE
Progress Campus, Scarborough, ON

BACHELOR OF SCIENCE   **May 1990 – September 1993**
Major in COMPUTER SCIENCE
AMA COMPUTER UNIVERSITY
South Super Highway, Makati City

HIGH SCHOOL
MANILA CENTRAL UNIVERSITY   **June 1983 – March 1987**
Old Samson Road, Kalookan City

ELEMENTARY
MANILA CENTRAL UNIVERSITY   **June 1976 – March 1983**
Old Samson Road, Kalookan City