



Richmund Garces Allorde



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<https://richmund23.github.io/Resume>

OBJECTIVE

To secure a responsible career opportunity in an organization where my technical skills and versatility can make a great contribution to the success of the company.

EDUCATION

Bachelor of Science in Electronics and Communications Engineering

Rizal Technological University
(Dec 2020)

CERTIFICATIONS

- Autodesk Certified User – Certiport
- Class C Amateur Radio
- National IECEP Quizzer
- Software Development Basics – Trent Global College, Singapore

SKILLS

- Ability to work independently or as part of a team
- Adaptability and flexibility
- Analytical with strength in problem-solving
- Basic Programming (CSS, HTML, JavaScript, etc.)
- Critical thinking
- Dedicated and can work under pressure and with different working environments
- Good communication skills (oral and written)
- Has willingness to learn
- Proficient in MS Office
- Time management and organizational

WORK EXPERIENCE

Fame Academy of Science and Technology – Taal, Batangas
March 2021 – May 2022

Instruction Specialist

Adviser of Grade 12 Senior High School Science Class, Math Club and Science Club. Applied technical skills by utilizing scripts in automating conversion of files, renaming files using spreadsheet and sending emails with attachments. Coached the Quizzer team and Arduino team. Designed electronic templates useful in analyzing results of exams, computing of grades, checking of attendance, planning of lessons and ranking of students. Handled the subjects Advanced Calculus, Analytic Geometry, Basic Calculus, Pre-calculus and General Physics. Prepared course content (lectures, activities, and assessments) via Quipper Platform, Google Forms, and Google Classroom. Produced educational videos and pre-recorded lectures as instructional aids for the students.

INTERNSHIPS

PLDT – Boni Avenue, Mandaluyong City
May 2019 – July 2019

Intern Technical Staff

Handled repair service tickets. Main Distribution Frame Area (MDF) Personnel. Performed documentation tasks. Performed outbound calls to customers regarding repair service tickets.

Inspiro (formerly known as SPiCRM) – Libertad Site, Mandaluyong City
June 2017 – March 2018

Intern IT Support

Configured VLAN of workstations. Installed and configured computer hardware, software, systems, networks, printers and scanners. Monitored and maintained computer systems and networks. Performed documentation tasks. Provided Level 1 support on-site and on-calls. Re-imaged PC units. Repaired and replaced equipment as necessary. Responded to service issues and requests in a timely manner.

CLASS & WORK PROJECTS

- "Euphoria" – Computer Shop Design
- Digital Terrestrial Television Broadcasting System Design (Cavite)
- Enterprise Passive Optical LAN for San Mateo Municipal College
- Fiber-to-the-Home Access Network Design in St. Monique Valais, Binangonan, Rizal
- Microwave Communications System Design (Bulacan)
- MS Excel Electronic Templates
- Personal Portfolio Website
- Project Duino
- Project Matheux
- Quiz App
- Student Queries

CHARACTER REFERENCES

* **ENGR. JAIME P. LICUANAN**

Tier 3 Network Engineer
Intrado Corp, US

* **ENGR. RUFINO O. OCHOCO, JR.**

Radio-TV Operations Engineer /
Technical Director
ABS-CBN Corporation

Part-Time Instructor
Rizal Technological University

* **MARY EMMIE G. FADEROGAO**

Associate Web Developer
Schneider Electric

* *Contact details available upon request.*

SEMINARS / WEBINARS ATTENDED

ECE and IT Sector

- Building Management System at Rizal Technological University
- ECE: "The Future of Tomorrow" at Rizal Technological University
- Introduction in RF Industry at Rizal Technological University
- Python – Getting Started and Real World Applications at Rizal Technological University
- Semiconductors by ROHM LSI Design Philippines, Inc. at Rizal Technological University
- AWS Siklab Pilipinas 2020 by Amazon Web Services (AWS)

Academic / Education Sector

- Online Education Strategies by Trend Micro Careers Philippines
- Acquiring ICT Skills for the Classrooms of the Future by Quipper
- FAST Learning Facilitators for such a Time as This by Quipper
- Maximizing the Potential of your Computing Device by Quipper
- Quipper Product Training by Quipper
- Retransition: Retrofitting the Self by Quipper
- Portfolio Assessment an Unexplored Method by Quipper
- 2021 INSET for Senior High School Teachers (Online) by PEAC
- 27th Summer Institute in the Natural Sciences and Mathematics (SINSM) by UP Baguio
- Driving Equity and Quality in Education with Technology by Institute of Global Professionals
- Research & Mindset by Institute of Global Professionals
- Simplified Mathematics by Institute of Global Professionals
- Teacher's Role in 21st Century by Institute of Global Professionals
- Teaching Model with Multi Approach by Institute of Global Professionals
- The Future of Education by Institute of Global Professionals

"I hereby certify that the information above is true and correct to the best of my knowledge and belief"

Richmund G. Allorde