RICHMUND GARCES ALLORDE

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CAREER OBJECTIVE

Secure a responsible career opportunity in an organization where my technical skills, analytical mindset, and versatility can greatly contribute to the company's success.

EXPERIENCE

- **Instruction Specialist**
  Fame Academy of Science and Technology, Inc.
  Taal, Batangas (March 2021 – June 2023)
  - Coach of Quiz Bee teams
  - Content creator (PowerPoint and Videos)
  - Data collection and data entry
  - Electronic templates of forms
  - Instructor (Analytic Geometry, Calculus, General Physics)
  - OMR (optical mark recognition) in checking exams
  - Providing insights into decision-making in academic matters
  - Task automation using macro scripts
  - Team leader in a series of quiz bee eliminations

- **Intern Technical Staff**
  PLDT
  Boni Avenue, Mandaluyong City (May 2019 – July 2019)
  - Documentation tasks
  - Main Distribution Frame Area (MDF) Personnel
  - Outbound calls for repair service tickets

- **Intern IT Support**
  Inspiro (formerly known as SPiCRM)
  Libertad Site, Mandaluyong City (June 2017 – March 2018)
  - Documentation Tasks
  - Installed and configured computer hardware, software, systems, networks, printers, and scanners.
  - Level 1 Support

EDUCATION

Bachelor of Science in Electronics and Communications Engineering

*Rizal Technological University
(December 2020)*

SKILLS

- Adaptability
- Analytical
- Basic Programming
- Communication
- Creating Data Visualizations
- Critical Thinking
- Data Cleaning
- Data Collection
- Data Entry
- Data Reporting
- Flexibility
- Organizational
- Presentation
- Problem-Solving
- MS Office (Excel, PowerPoint, Word)
- Time Management
- Willingness to Learn

CERTIFICATIONS

- Autodesk Certified User – Certiport
- Class C Amateur Radio Operator – NTC
- Google Data Analytics – Coursera
- Power BI Masterclass – DataSense Analytics

PROJECTS

- **Cyclistic Bike-Share Analysis**
  Google Data Analytics Capstone Project – a case study that aims to identify how customers of Cyclistic company use bikes differently.

- **Adventure Works Sales Dashboard**
  Power BI Masterclass Activity – shows the regional analysis, sales analysis, and product analysis.

- **Performance of Qatar in the 2022 FIFA World Cup**
  Power BI Masterclass Challenge Activity – shows the performance of Qatar in the past matches.

- **United Nations Sustainable Development Goals**
  Power BI Masterclass Final Activity – an SDG tracker (SDG 7 | Affordable and Clean Energy).

- **Instructor Dashboard**
  Power BI Dashboard – summarizes the details and assessment results of the students.

- **Personal Finance Dashboard**
  MS Excel Dashboard – shows income, expenses, and the target vs actual budget based on user input.

- **MS Excel Electronic Templates**
  Personal Excel Templates – templates of forms used with the inclusion of some macro-enabled workbooks.

- **Project Matheux**
  Compilation – video lectures for Analytic Geometry

- **Project Duino**
  Compilation – video lectures for Arduino

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

- **RAPHAELLA BIANCA S. VALENCIA, RPM**
  Guidance Counselor / Instruction Specialist
  Fame Academy of Science and Technology, Inc.

  * Contact details available upon request.