



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 – Certipoint
- Class C Amateur Radio Operator – NTC
- Google Data Analytics – Coursera
- National Quizzer – IECEP, ASEP
- Power BI Masterclass – DataSense Analytics
- Software Development Basics – Trent Global College, Singapore

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
- Willing to Learn

WORK EXPERIENCE

Instruction Specialist – Fame Academy of Science and Technology
Taal, Batangas (March 2021 – June 2023)

- Assigned as the team leader in conducting a series of quiz bee eliminations.
- Constructed data forms for data collection.
- Created course content via Quipper Platform, Google Forms, and Google Classroom.
- Designated adviser of Grade 12 students, Math Club, and Science Club and coach of Quizzer and Arduino teams.
- Developed electronic templates useful for analyzing exam results, computing grades, checking attendance, planning lessons, and ranking students (MS Excel).
- Handled the subjects Advanced Calculus, Analytic Geometry, Basic Calculus, Pre-calculus, and General Physics.
- Prepared data sets, data tables and data visuals in providing insights into making academic decisions (MS Excel, Power BI).
- Produced educational videos and pre-recorded lectures.
- Used OMR (optical mark recognition) technology in checking assessments.
- Utilized scripts in automating tasks.

INTERNSHIPS

Intern Technical Staff – PLDT

Boni Avenue, Mandaluyong City (May 2019 – July 2019)

- Handled outbound calls for repair service tickets and configured the data in the database system.
- Main Distribution Frame Area (MDF) Personnel.
- Worked on documentation tasks.

Intern IT Support – Inspiro (formerly known as SPiCRM)

Libertad Site, Mandaluyong City (June 2017 – March 2018)

- Installed and configured computer hardware, software, systems, networks, printers, and scanners.
- Provided Level 1 support on-site and on-calls.
- Re-imaged PC units.
- Worked on documentation tasks.

UNDERGRADUATE 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)

PERSONAL & WORK PROJECTS

- Cyclistic Bike-Share Case Analysis
- MS Excel Electronic Templates
- Personal Portfolio Website
- Power BI Masterclass Projects
- Project Duino | Project Matheux
- Quiz App (Beta) | 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

RAPHAELLA BIANCA S. VALENCIA, RPM

Guidance Counselor / Instruction
Specialist
Fame Academy of Science and
Technology, Inc.

* 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)
- Data Analysis with Pivot Table by DataSense Analytics

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