
RANDELL MAIRE LODOVICE

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EDUCATION

College Diploma: Diploma in Computer Engineering, Expected in 07/2026
CITE Technical Institute, Inc. Talamban Rd, Cebu City, 6000 Cebu

High School Diploma: General Academic Strand 06/2019
Canduman NHS: Canduman, Mandaue, City, 6014 Cebu

PROFESSIONAL SUMMARY

“Versatile and detail-oriented Administrative and Customer Support Specialist with hands-on experience in office operations, financial tasks, and customer service. During my OJT at Teradyne, I supported the Customer Service department by updating customers on unit delivery schedules. At A1, I continued in customer service operations, focusing on following up with customers regarding defective units to ensure timely resolution—without direct calls. Skilled in Excel automation, data entry, and cross-functional coordination, I bring strong adaptability, time management, and communication skills to every role.”

SKILLS

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|--------------------------------|--------------------------|
| • Teamwork and Collaboration | • Excel & VBA Automation |
| • Computer Skills | • Adaptability |
| • Time Management | • Tech-Savvy |
| • Follow-Up and Issue Tracking | • Administrative Support |
| • Data Entry | • Attention to Detail |

EXPERIENCE

Intern, 06/2024-09/2025
Teradyne - Teradyne Philippines Limited

- Assisted in updating customers about the delivery status of their units, helping ensure clear and timely communication.
- Supported the A1 chasing process, coordinating with teams to follow up on defective units that needed to be returned for repair.
- Gained hands-on experience in data entry, tracking, and reporting, contributing to weekly performance summaries.

Foreclosed Guardian|, 03/2024-06/2024
Guardian Aces Security Agency Inc. - 2nd Floor E.B, Aznar Building, Vicente Gullas St, Cebu City

- Recorded hourly activities to maintain accurate documentation of daily tasks and responsibilities.
- Monitored and safeguarded property throughout the day, ensuring its cleanliness, security, and readiness for potential buyers.
- Assisted in property sales by being present on-site to welcome and guide interested clients, providing basic information and support.
- Maintained the property's condition, performing light upkeep and ensuring it remained presentable.