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**  
  
• 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.