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.  
 • Learned how to track and manage unit data using Excel and internal systems, contributing to smoother   
 operations.  
 • Practiced professional communication and time management in a real work environment.  
 • Developed Excel automation tools to streamline data processing and improve efficiency.  
 • 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 for

viewings.

• Demonstrated reliability and attention to detail by consistently tracking tasks and ensuring the property

was well-managed during assigned hours.