

# Ryan Michael Nasalinas

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Birthday: October 23, 1996

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## Personal Profile

“Motivated young professional with exemplary passion in IT industry and experienced employee in BPO/IT industry.”

Looking for a challenging role in a reputable organization to use my technical, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector.

## Core Skills

- Software & Hardware Troubleshooting
- Web Development (HTML, CSS(Bootstrap), JavaScript (jQuery), PHP (Procedural, OOP,MVC, Framework),SQL (MySQL))
- MS office (Word, Excel, PowerPoint, Outlook, SharePoint, One Note)
- Project Management, Technical Support

## Career Summary

### **May 24, 2019 – Present | One Contact Center (Website Developer)**

*Outline:* Providing Support for the company clients by modifying websites, creating website outline (from scratch), updating existing website and adding SEO optimization for better business marketing.

#### *Key Responsibilities:*

- Website development, Modify Existing Client Website (HTML, CSS, JavaScript, PHP)
- SEO optimization
- Webpage designing (Static webpages)

### **Aug. 31, 2017 – Mar. 31, 2019 | Bravissimo Resourcing Inc. deployed in Accenture (Program Control Services/Project Management Office)**

*Outline:* Providing administrative support for the project (onshore and offshore) by enabling effective management that increases the overall quality of Technology Delivery.

#### *Key Responsibilities:*

- Email distribution list management
- Provide documentation, guidance and metrics on the project
- Monitoring and ensuring resources timesheets are submitted on time
- Cost and expense tracking, reporting, Monthly billing generation
- SharePoint management (access monitoring, ensuring file is secured designing)
- Workstation management (tracking offshore assets (PC, Laptop, Tokens, Bins))
- Recording and maintaining client information in self-build excel database

### **Mar. 2017 – April 2017 | Land Registration System Inc. (Data Encoder, Project Based)**

*Outline:* Encoding text, numbers, and special characters of a land title in a specialize system.

*Key Responsibilities:*

- Data Encoding (Text, Numbers, Special Characters)
- Quality monitoring

### **Apr. 2016 – May 2016 | LRA Pacific (Technical Support Representative, Project Based)**

*Outline:* Providing 1<sup>st</sup> Level support for the Board of Election Inspectors, handling troubleshooting and facilitating the escalation for 2<sup>nd</sup> level support

*Key Responsibilities:*

- Technical Support (1<sup>st</sup> level)
- Escalating the issue for 2<sup>nd</sup> level support
- Identifying the information of the Board of Election Inspectors and making sure that align in the database

## **Education**

- Bachelor of Science in Information Technology (2013 – 2016 (Trimester))  
(ICCT Building, V.V. Soliven Ave. II, Cainta, Rizal)

## **Training and Seminar Attended**

- Security Management Seminar in ICCT Colleges (March 12,2016)
- TESDA Web Development Program w/ Certification (108 Hours (Feb 10,2018 – April 7,2018))

## **Character References:**

**Name:** Lester Tonga

**Company:** Accenture

**Position:** Program Control Services Senior Analyst

**Contact:** 09213092888

**Name:** Rhey Alvarez

**Company:** Accenture

**Position** Program Control Services Analyst

**Contact** 09992241908

**Name:** Catherine Coronel

**Company:** Accenture

**Position:** Program Control Associate Manager

**Contact:** 09985941321

I hereby certify that all the above information is true and correct to the extent of my knowledge and belief.

Ryan Michael Nasalinas

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Applicant's Signature