

Reorio P. Mirandilla

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SUMMARY

A BSIT graduate with hands-on experience in technical support, web development, and SAP-based invoice processing. Skilled in troubleshooting, data entry, and system development, including projects like an AI-powered hotel system. Known for being adaptable, reliable, and always willing to learn new technologies to contribute effectively to a results-driven IT team.

EDUCATION

Bestlink College of the Philippines

Bachelor of Science in Information Technology

Major in Information Management

Quezon City, Philippines

2021 – 2025

TECHNICAL SKILLS

- Hardware and Software Troubleshooting
 - Basic Network Setup and Support
 - Web Development (PHP, JavaScript, HTML, CSS, Bootstrap)
 - Invoice Encoding & Digital Workflow Support (SAP)
 - Data Entry & Accuracy Validation (50+ WPM)
 - Microsoft Office & Google Workspace
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WORK EXPERIENCE

Telemarketer Agent | Aquila Telemarketing | July – August 2023

- Handled high-volume inbound and outbound calls while maintaining professionalism.
- Maintained accurate customer records and resolved inquiries efficiently.
- Practiced strong communication and CRM-style data logging.

Warehouse Picker | Humabon Distributors Inc. | 2020 – 2021

- Picked and staged delivery items with 100% accuracy, meeting tight delivery schedules.
 - Maintained clear inventory records and supported warehouse layout optimization.
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INTERSHIP EXPERIENCE

IT Support OJT – Finance Department | Miescor Logistics Inc. | March – May 2025

- Provided technical support for internal users, resolving basic hardware/network issues.
 - Encoded financial data using SAP and internal web applications.
 - Supported the transition from manual processes to a digital workflow system.
 - Assisted in resolving data discrepancies and supported troubleshooting.
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PROJECTS

Hotel Management System (PHP, MySQL)

- Built a web-based hotel and restaurant management system as a capstone project.
- Integrated AI-powered task allocation and facial recognition for secure staff verification.
- Included modules for room cleaning, maintenance, and guest service request tracking.

Online Pet Veterinary Appointment System (PHP, MySQL)

- Created a scheduling platform for pet clinics, allowing clients to book and manage appointments online.
- Maintained pet health records and sent automated reminders to reduce missed visits.