

# SOC MORENO D. ONOFRE

## IT SPECIALIST & DEVELOPER

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☎ 09078201654

🌐 <https://socmoreno.github.io/portfolio/>

## SKILLS

### Technical Skills

- CRM software proficiency
- Hardware diagnostics and repair
- Software installation and configuration
- Web Development (PHP, HTML, CSS, WordPress)
- Game Development (C# Unity Engine)
- CRM software proficiency

### Sales & Communication Skills

- Cold calling and email outreach
- Customer relationship management
- Product knowledge and presentation
- Negotiation and persuasion
- Customer needs analysis

### Soft Skills

- Strong verbal and written communication
- Problem-solving and critical thinking
- Time management and organization
- Adaptability and quick learning
- Team collaboration and coordination
- Attention to detail
- Customer service orientation
- Resilience and perseverance

## AWARDS

**Capstone Presentation 1st Runner Up**  
12th PSITS Regional Convention  
05/24 Koronadal City

### Best Thesis

Ramon Magsaysay Memorial Colleges  
05/24 SM City General Santos

## PROFILE

I am a recent Information Technology graduate with a diverse skill set and a passion for problem-solving. Known for my strong communication skills and adaptability, I thrive in both technical and customer-focused environments. I am committed to delivering high-quality results and continuously learning to enhance my expertise. My dedication to excellence and ability to quickly acquire new knowledge make me a valuable asset to any team.

## EXPERIENCE

### SALES DEVELOPMENT REPRESENTATIVE

O'Connor & Associates - Remote (Contract)

03/2024 - 05/2024

- Identify and qualify potential leads through various channels, including cold calling, email campaigns, and social media.
- Research and gather information about prospective clients to tailor outreach efforts effectively.
- Initiate contact with potential customers and build relationships to understand their needs and challenges.
- Maintained a detailed and organized database of leads and client interactions in the CRM system.

### FREELANCE IT TECHNICIAN

2022 - Present

- Diagnose and troubleshoot hardware and software issues on various devices.
- Repair or replace faulty hardware components.
- Install, configure, and update operating systems and software applications.
- Provide technical support and assistance to clients, both remotely and on-site.
- Perform routine maintenance tasks, such as system clean-ups, virus removal, and data backups.

## EDUCATION

### BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Ramon Magsaysay Memorial Colleges  
2020 - 2024