



RALPH JOED N. GERENTE

IT Support



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Sitio Maislap II Barangay San Isidro Rodriguez Rizal

EDUCATION

**San Isidro
Elementary School**
2008–2014

**San Isidro
National High School**
2014–2018

**Asian Institute
Computer Studies (ABM)**
2018–2020

**Colegio De Montalban
Information Technology**
2023–Present

EXPERTISE

- Fast Learner
- Adaptability
- Network Setup and Support (LAN, Wi-Fi, routers)
- Operating System Installation and Configuration
- Computer Troubleshooting
- Cellphone Technician
- Basic Graphic Design
- Communication Skills

PROFILE

I am a hardworking and eager individual looking for a job where I can learn and grow. I have good communication skills and work well with others. I am responsible, honest, and always willing to help. I want to use my skills to contribute to the success of the company.

WORK EXPERIENCE

Ace NextGen Consultancy Inc.

2020 – 2025

IT Staff

- Assisted in fixing computer and network problem.
- Installed, configured, and maintained hardware and software

Philippine Roll Ball Association

Social Media Manager

2020 – 2025

- Created and designed pubmats and posts for the Facebook page
- Used Canva (or other tools) to make eye-catching graphics
- Planned and scheduled posts to reach more audience
- Managed and updated content on social media regularly

CERTIFICATIONS

- **Computer System Servicing NC II**
TESDA
Passed in 2025