

MICHAEL RENZO TRILLANES DIAZ

790 P. Ocampo St.  
Malate, Manila  
Mobile No. 09177664487  
Email: [michaelrenzo.diaz@ama.edu.ph](mailto:michaelrenzo.diaz@ama.edu.ph)



PERSONAL INFORMATION

Date of Birth :	September 3, 1995	Citizenship :	Filipino
Place of Birth:	Daraga, Albay	Religion :	Roman Catholic
Age :	21 years old	Civil Status :	Single

EDUCATIONAL BACKGROUND

2012 – 2016	AMA COMPUTER COLLEGE Legazpi Campus <i>Bachelor of Science in Information Technology</i>
-------------	--

SEMINARS/ TRAININGS ATTENDED

▽PC Troubleshooting 2011 Divine Word College of Legazpi	▽AMA Coding Tournament (ACT) 2012 AMA Computer College Legazpi Legazpi Campus
--	---

PROFESSIONAL EXPERIENCES

**Web Developer / MIS Staff**  
IT Department  
M & H Food Corporation – HENLIN  
M & H Bldg., Dona Irene Ave., Sucat, Parañaque City Metro Manila  
January 4, 2017 – Present

**Duties and Responsibilities:**

- Programming
  - ✓ We are currently building our Web-based Company Payroll & Accounting System.
  - ✓ Front-end Web Developer
- Technical Support
  - ✓ Supporting our office technical/ IT concerns.
  - ✓ Installation of POS/ CCTV Cameras & Sound System in our branches.

**Record Custodian**  
Records/ Legal Department  
Romeo V. Austria (RVA) Trading - TONER AND INK DISTRIBUTOR AND REMANUFACTURER  
1997 M.Reyes cor. Macabulos Sts., Bangkal, Makati City  
August 24, 2016 – December 27, 2016

**Duties and Responsibilities:**

- Assist in the department set-up, monitor and review printers and toner/ink.
  - ✓ Creating Contract for free use of Computer Printers.
  - ✓ Keeping records of printers in company Recording System which is deployed on clients.
  - ✓ Keeping records of pulled out printers from clients.
  - ✓ Sorting files of delivery receipts and pull out receipts, for legal purposes depends on the contract signed by the clients.

- Field work/ Inventory of Printers
  - ✓ Liaise/Communicate directly/personally to client to send contract of free use of computer printers.
  - ✓ Conducting Inventory of Printers deployed to clients, checking toners/ink using by clients whether if it is RVA Trading toners/inks or not.
- Troubleshooting/ Installation of Printers
  - ✓ Troubleshooting and Installing Printers to client if our Printer Technicians are not available.

### **On-the-job Training**

Mobile Lab Business Solutions Inc (486 hrs, On the Job Training)

Daraga, Albay

May 2015 to February 2016

#### **Duties and Responsibilities:**

- Graphics / Photo Edting
  - ✓ Using Adobe Photoshop to Edit photos which are needed by the web developers to attach on their websites.
- Windows Form /Web(Front-end) Programming
  - ✓ Using HTML,CSS,JS,VB.net and C#.

### **SKILLS AND QUALITIES**

- Cooperative and works well within a team. Yet also has the capacity to finish tasks in individual basis
- **Programming** (Web(Front-End)/Desktop Application)
  - ✓ *HTML, CSS(Bootstrap), JavaScript,(jQuery), PHP.*
  - ✓ *VB.net/C#(Winforms/Desktop App)*
- Structured Cabling System/ Network Management.
- PC Troubleshooting
- Has a sense of inventiveness and initiative
- Able to work under pressure and willing to work long hours, as well as shifting schedules.
- Flexibility in doing task
- A fast learner, patient, and yet very willing to learn new things
- Able to present and create good report to clients for advertisements, proposals and other projects.

### **REFERENCE**

Available upon request.

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

**MICHAEL RENZO T. DIAZ**  
Applicant