

KIAN HARVEY BERNALDO

My Portfolio 

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Information Technology

Phase 1 blk 8 lot 5 Paseo De San Roque, San
Rafael, Bulacan. 

SUMMARY

As a motivated entry-level IT professional, I bring a solid foundation in computer science, along with hands-on experience in troubleshooting, network support, and basic system administration. I am eager to apply my technical knowledge in real-world scenarios, learning from seasoned professionals and contributing to IT projects. My strong problem-solving skills, coupled with a passion for technology, drive me to quickly adapt to new tools and environments. I am seeking an opportunity to grow within a dynamic IT team where I can develop my skills and support the organization's technological needs.

EDUCATION

National University Baliwag

Bachelor's Degree in Information Technology
2020 - 2024

- Dean's Lister
- Degree Awarded with High Honor
- Member of NU Literates, 2020 to 2023

SKILLS

- Understanding of computer hardware components, troubleshooting, and maintenance.
- Familiarity with common operating systems (Windows & macOS) and office productivity software (e.g., Microsoft Office, Google Workspace).
- Ability to diagnose and solve common IT issues related to hardware, software, and network connectivity.
- Basic knowledge of website Development systems (e.g., PHP).
- Strong verbal and written communication skills to assist non-technical staff and students with IT issues.
- Analytical thinking and creativity in approaching and solving technical problems.

REFERENCE

Paul Cabance | Proffesor, NUB inc.

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Erick Campano | CCIT Program Chair, NUB inc.

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Rommel Mallari | ICT Officer, MDSF inc.

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PROFESSIONAL EXPERIENCE

Intern

Montessori De Sagrada Familia, Inc. | 2023 - 2024

- Assist teachers and staff with basic IT issues (e.g., software troubleshooting, password resets).
- Provide support for classroom technology such as projectors, smart boards, and tablets.
- Help in setting up and maintaining computer workstations in classrooms and offices.
- Assist with hardware repairs and upgrades (e.g., replacing parts, cleaning, and testing equipment).
- Install and update software on school computers and devices.
- Manage and troubleshoot school-wide software systems (e.g., learning management systems, educational apps).
- Help update and maintain the school's website and social media accounts.
- Assist with creating and uploading content, ensuring it's accurate and up-to-date.
- Assist in IT-related projects such as system upgrades, network expansions, or technology workshops.
- Collaborate with senior IT staff on long-term projects to improve school IT infrastructure.
- Observe and learn from senior IT staff and apply new knowledge to tasks.

Computer Staff

Cyber Copy Center | 2020 - 2021

- Worked fast to completetasks and meet daily deadlines.
- Followed instructions and procedures to complete assigned tasks.
- Loaded, unloaded, and moved materialto and from storage and production areas.
- Helped in development of new procedures and processes to improve work performance