

Brian R. Dulla

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Block 16 Lot 20 Juana 1, Biñan City, Laguna



SUMMARY

Passionate about technology with a year of experience in administrative duties and CCTV operations, seeking opportunities to expand my skills and grow professionally.

KEY COMPETENCIES

- Time Managment
- Research Skills
- Tech Trend Awareness
- Analytical Skills
- Strategic Planning
- AI Integration
- Team Player
- Presentation Skills
- Adaptability

PROFESSIONAL EXPERIENCE

LServ Corporation September 2023 — Present
General Clerk — Philippine Economic Zone Authority

- Monitored live and recorded surveillance footage in Public Economic Zones (BCEZ, PEZ, CEZ, MEZ) and the Head Office to ensure safety and compliance.
- Operated and maintained CCTV cameras and systems for optimal performance.
- Answered calls and addressed inquiries or concerns promptly to support operational efficiency.
- Documented observations and incidents in detailed reports and prepared comprehensive incident reports for management review.
- Managed administrative tasks, including drafting memos and coordinating schedules, to ensure smooth operations.
- Contributed to strategic plans for the Internal Security Department 2025 to enhance surveillance operations.

EDUCATIONAL ATTAINMENT

Bachelor of Science in Information Technology
St. Louis Anne Colleges of San Pedro, Laguna, Inc.
A.Y. 2019 — 2023
1220 National Rd, San Pedro, 4023, Laguna

Senior High School
AMA Computer College — Biñan Campus
A.Y. 2017 — 2019
32km National Highway, Canlalay, Biñan, Laguna

TRAININGS & SEMINARS

- Data Analytics Fundamentals**
Issued by: DataSense Analytics Inc.
Issued on: May 2024
- Azure Container Apps in Action!**
Issued by: STAYVA.DEV
Issued on: April 2024
- Mobile Messaging for Disaster/Healthcare and Command Center Security**
Issued by: INTELLYX IT Solutions
Issued on: December 2023

REFERENCES

- Atty. Mark P. Rubio**
Incident Command Center, Head
Phone: 0947-762-1764
- Atty. Jhufel M. Brañanola**
Special Police Chief, Incident Command Center,
Former Immediate Supervisor
Phone: 0917-630-7730
- Antonio V. Bernardes Jr.**
Special Police Assistant Chief
Phone: 0999-952-1897