

Cristian A. To-ong

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<https://cristiantoong.github.io/portoflio-v2/>

Objective

To obtain a position with a respected, well-oriented company, where I can use all my experience and knowledge in the field.

Career Summary

- Obtained analytical skill in classifying and categorizing mortgage documents, as well as reviewing various loan information on the documents and system.
- Work experience in data processing environment.
- Can adapt in various technologies and do multitasking.

Work Experience

JPMorgan Chase Bank, N.A., Bonifacio Global City, Taguig

March 2014 - present

MB PHL Specialist I

- Analyzing, classification and extraction of Mortgage documents.
- Reviewing mortgage documents and ensures that all documents are on the right heritage and report or tag exceptions for documents with discrepancy.
- Performs audit if needed.
- Reviews kickback errors.

Sykes Marketing Services Inc, Quezon city

December 2011 - January 2014

Customer Service Agent (Data Entry)

- Processing Checks and Invoices.
- Performed data verification.
- Performed daily control functions.

Technical Skills

- Programming Technologies: HTML, CSS, SCSS, Bootstrap, Javascript, Wordpress (Enfold, WooCommerce), Webflow, Python, Django, SQL.
- Applications: MS Office, Visual Studio Code, Github.
- Designing: Adobe XD, Figma, Adobe Photoshop.

Education

- **Bachelor of Science in Computer Science**
- AMA Computer College East Rizal Campus, Marcos H-Way, Antipolo City, Rizal 2010

Training and Certifications

Python Programming – UP Diliman, Quezon City	2015
Web development using Django framework	
MCTS (<i>Microsoft Certified Technology Specialist</i>)	2012
Windows 7 configuration	
OJT- CHECKPOINT SYSTEMS INC. Software Development Division with Certificate of Completion	2009
Encoding and creating of language packs for their Multilanguage project using XML, Microsoft Word, Excel and Paint.net.	

References

RITZCHELE MENDOZA

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JPMorgan Chase Bank, N.A
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