

Cristian A. To-ong

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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.

Supremosoft Corporation, Makati City

February 2011 - August 2011

Software QA Tester

- Creating Manual Test scripts, Test scenarios and conduct system testing.
- Perform Manual test execution.
- Executes all assigned test cases.
- Logs results and defects encountered during testing.
- Retesting of Bug fixes.
- Reporting results to QA Team Lead.

Technical Skills

- Programming Technologies: HTML, CSS, Python, Javascript, PHP, Visual Basic.NET, SQL.
- Applications: MS Office, Text Editors (Atom, Brackets, Visual Studio Code, Sublime Text).
- Wireframing: Balsamiq.
- Designing: 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

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.

Python Programming – UP Diliman, Quezon City **2015**
Web development using Django framework

MCTS (*Microsoft Certified Technology Specialist*) **2012**
Windows 7 configuration

ACE I.T. LEARNING SOLUTIONS, Hands-On-Training with Certificate of Completion **2010**
Wired Networking – Configuring small and medium network.

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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