

DEXTER S. LADINES



CAREER OBJECTIVE

Seeking an entry-level position in the field of Information Technology to utilize my skills and abilities and achieve professional growth while being resourceful, innovative and flexible.



EDUCATION

VMA GLOBAL COLLEGE – Bacolod City

Bachelor of Science in Information Technology (BSIT), April 2018

Honors: Cum Laude | Dean's List (2014-2017)

Relevant Coursework: W3Schools Online Web Tutorials(HTML 5, CSS, JavaScript) Python Programming



EXPERIENCE

MIRAI EMPOWER FOUNDATION CORPORATION

Bacolod City, Negros Occidental / June 2018–June 2020

- Handled troubleshooting and maintenance of IT equipment
- Registered student to the T2MIS (a back office. application that shall monitor the agency's performance in training, assessment and. Certification.)
- File the documents.
- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports.
- Obtained scanned records and uploaded into database.
- Completed daily data back-up to secure records.
- Processed customer and account source documents by reviewing data for deficiencies and errors.
- Transcribed information into required electronic format to enter into T2MIS (a back office. application that shall monitor the agency's performance in training, assessment and Certification).



CONTACT

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SOFT SKILLS

Hard-working

Adaptability

Strong Work Ethic

Quick Learner



HARD SKILLS

HTML5, CSS, JavaScript,
WordPress, Visual Basic, C,
C++, Java, Python, C#



CERTIFICATES

The 14th Youth Congress
on Information Technology
SMX Convention Center,
Pasay City.

1st Negros Island Game
Festival 2016

SM Atrium, Bacolod City