

## Contact

[www.linkedin.com/in/jan-eleazar-tabunot-37a386243](https://www.linkedin.com/in/jan-eleazar-tabunot-37a386243) (LinkedIn)

## Certifications

Lean Six Sigma Yellow Belt

# Jan Eleazar Tabunot

Site IT Administrator at ResultsCX  
Taytay, Calabarzon, Philippines

## Summary

- Computer Literate
- Familiar with MS Office tools and Internet
- Knowledgeable in different Operating System & Networking (LAN)
- Installing software
- PC formatting & Maintenance
- Handled customer service related concerns of a Financial Program.
- Overseeing IT related task in operations.
- Experience in attending and presenting IT related task to clients.
- Experience in PC deployment from operations to corporate level.
- Processing purchase orders requirements.
- Ticketing task - password reset, hardware issues, internet, and application concerns.

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## Experience

### ResultsCX

5 years 3 months

#### Information Technology Administrator

August 2022 - Present (2 years 5 months)

Philippines

#### Customer Service Associate

October 2019 - August 2022 (2 years 11 months)

Philippines

### Jerry Solutions Enterprises

#### Computer Technician

September 2012 - January 2019 (6 years 5 months)

Philippines

## Education

ACLC College

Diploma of Education, Computer Hardware Servicing · (June 2009 - May 2011)