Top Skills

Point of Sale (POS) Systems

Data Management

Customer Service

Certifications

Cisco Certified Network Professional (CCNP)

Honors-Awards

Best Thesis

Outstanding Performance in Web. App. Development 1

Outstanding Performance in Web. App. Program 3

Outstanding Performance in Web Security and Management

Practicumer of the Year

Pere Adrian Guzman

Administrative Assistant at Department of Justice - Office for Alternative Dispute Resolution

Manila, National Capital Region, Philippines

Summary

To obtain a position that utilizes my skills and experience. I am keen to work in an environment where I can enrich my knowledge and be of further help in the development and success of a company thru means of providing information technology solutions.

Experience

GMR Lucky Life
Social Media Manager
July 2022 - Present (2 years 6 months)
Philippines

Department of Justice - Office for Alternative Dispute Resolution
Administrative Assistant
December 2021 - August 2022 (9 months)
Philippines

I provide highly technical assistance related to information technology and hardware concerns. I am also tasked in promoting and advocating the use of alternative means in resolving disputes in the Philippines. In this job, I am responsible for the Office for Alternative Dispute Resolution reaching thousands of Filipinos in enriching their knowledge towards the alternative ways of resolving disputes.

Department of Justice
Technical Assistant
August 2020 - November 2021 (1 year 4 months)
Philippines

I am responsible in performing administrative staff work and I provide technical assistance related to information technology and hardware concerns.

CyberOne Limited
Information Technology Technical Support
July 2018 - April 2020 (1 year 10 months)

In this job, I utilize Linux and I monitor CCTV operations. I also troubleshoot computer hardware/ software issues thru the use of cloning operation systems.

Cash&Carry
Information Technology Associate
September 2017 - November 2017 (3 months)
Philippines

I troubleshoot machines such as P.O.S. machine, thermal printer, workstations, and more. I also do withdrawals product in order to monitor the products that will be displayed in the shelves. I encode new products in our IT system and I also update the product prices if there is a sale, promo, etc. I backup files to the server to save the files that has been sold.

MDS Call Solutions, Inc.
Customer Service Representative
May 2016 - January 2017 (9 months)
Philippines

Education

AMA University
Bachelor of Science - BS, Information Technology · (May 2014 - May 2017)

ACLC College
Information Technology · (June 2012 - May 2014)