

## **Carlos Romulo T. Suarez**

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### **Objective**

I am a results driven individual with experience in systems development, technical support and administration. Aiming for opportunities and career improvement in a dynamic and professional environment with a growing organization to utilize my creativity and innovative thinking for the benefit of the organization and myself as a professional.

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### **Work experience**

#### **Documents Controller (Administrative Officer)**

idroesse infrastructure Middle East L.L.C., Yr. 2016 - 2018

1st. Street Khalidiyah Area, Al Muhairy Center, Offices Tower, Abu Dhabi, UAE

1. Responsible in overall workflow of documents from receiving of requests, checking for authenticity/validity of work approval, and releasing/closing of the request.
2. Record and maintain all documents in a database, data sheet and physical shelves in electronic format or physical file for future reference and data search.
3. Keeping the consultant team updated through email circulation for any information, requests, programs, and problems received.

#### **System Developer/Programmer**

ENGAGEMENT INC., Yr. 2008 - 2015

Room 603, FSS BLDG II No. 18 Scout Tuazon

Corner Scout Castor Sts. Brgy. Laging Handa, Q.C., Philippines.

1. Responsible in continuous researching, developing and testing new technologies, add-ins or solutions for the improvement of the company's processes, products (ERP, Workflow and Web systems) and distribute modules and projects to the development team members directed by the System Designer.
2. Cooperate with the development team to revise and test the design range of the company's products (ERP, Workflow and Web systems) with the directives of the System Designer, which will suit the changing preference of the customers.
3. Record and check all logs of concerns and problems reported by the client (Software, Web and Database). It must be resolve by the development team as soon as possible depending on the scale of the problem and before its given cutoff time.

**Technical Support**

N3POINT SYSTEMS CORPORATION, Yr. 2007 - 2008

631-B R.O. Santos St. New Zaniga. Mandaluyong City 1550, Philippines.

1. Responsible in technical help and support for the company's products, equipments and services.
2. Responsible in solving problems by call or onsite visit assistance to customers purchased products (Network Attached Storages, Routers and Other Network Devices) and ensure that the customer adhered to approve the service.
3. Provide onsite substituted IT technical services (Substitute Network Administrator, Substitute Database Administrator, Etc.) for customer's needs.

**Computer Skills**

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Knowledgeable and experienced in using and utilizing windows operating systems, and Microsoft office. Technical skill in basic network configuration and installation, software installation/update and computer hardware optimization and maintenance.

**Programming Languages:**

Knowledgeable and experienced in the following programming languages and scripts in developing desktop and web applications; VB 6, VBA, PHP, HTML, CSS, JQuery.js.

**Database Applications:**

Knowledgeable and experienced in the following database servers or database file; Microsoft Access, MySQL and MSSQL Server.

**Portfolio:**

<https://funchums.github.io/portfolio/>

**Education**

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**Bachelor of Science in Information Technology.**

Technological Institute of the Philippines, Quezon City, Philippines, Yr. 2007

**Personal information**

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**Nationality:** Filipino

**Birth date:** July 27, 1982

**Gender:** Male

**Marital Status:** Married

**Number of dependents:** 2

**Language skills:** Good command over English or Filipino.