



# ANTHONY F. TOLENTINO

IT SUPPORT & WEB DEVELOPER

## CONTACT ME

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## REFERENCES

### KAREN C. ALEA

HR Supervisor  
EVB Bookkeeping Office  
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### NOEMI T. BAGOT

Accounting Head  
Vibrant Wellness Trading Corporation  
Phone: 0921 951 4708  
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## EDUCATION

### COLEGIO NG LUNGSOD NG BATANGAS

INFORMATION AND COMMUNICATION TECHNOLOGY 2014-2015

### CRISTOREY INSTITUTE FOR CAREER DEVELOPMENT

COMPUTER HARDWARE SERVICING (NCII) 2015

## ABOUT ME

Highly skilled and customer-focused IT Support professional with 7 years of experience in providing technical assistance and resolving IT-related issues. Proficient in diagnosing and troubleshooting hardware, software, and network problems, with a strong understanding of various operating systems and software applications.

Committed to delivering exceptional customer service and ensuring timely resolution of technical issues. Excellent communication and problem-solving skills, coupled with a detail-oriented and organized approach. Passionate about leveraging technology to improve efficiency and enhance user experiences.

## JOB EXPERIENCE

### IT SUPPORT 2023 - Present

EVB Bookkeeping Office - Kumintang Ilaya Batangas City

Provided technical support and troubleshooting assistance to end-users via phone, remote, and in-person. Resolved hardware and software issues, including installation and configuration.

### ACCOUNTING ASSOCIATE 2016 - 2023

EVB Bookkeeping Office - Kumintang Ilaya Batangas City

Supports the accounting department by performing various clerical and administrative duties. Responsible on filing BIR forms 1601EQ and 2551Q.

### TECHNICIAN / GRAPHIC ARTIST 2015 - 2016

IT PC Works - Kapitan Ponso St. Bauan Batangas

Responsible for diagnosing, troubleshooting, and repairing computer hardware, software, and network-related problems. This includes installing and configuring computer systems, software applications, and peripherals.

## SKILLS

- Computer Troubleshooting
- LAN and WAN Configuration
- Web Hosting, MS Outlook and Archiving
- VPN Configuration (Site-to-Site)
- Remote Support
- Voice over Internet Protocol (VoIP)
- File and Media Server
- Graphic Design
- Web Development and Programming
- Github / Git