

# Hans Francis M. Alag



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| ✉ hansfrancisalag1@gmail.com | ☎ 09303970309 | 📍 Brgy. Tinio-an, Cabatuan, Iloilo |
|------------------------------|---------------|------------------------------------|

Enthusiastic and joyful companion with knowledge in database management, programming and networking. Considerable knowledge with troubleshooting computer issues and committed to delivering effective solutions focused to the client/customer's needs. Have a knack for creativity, communication, teamwork, and a proactive approach to problem-solving. Eager to contribute technical skills and passion for innovation to a team.

## Professional Experience

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|---|--|-----------------------|
| ● | <b>Public Information and Communication Office(ISATU - PICO) - Intern</b><br><ul style="list-style-type: none"><li>Managing ISATU website (WordPress), postings, articles, and staff profiles.</li><li>Work on the website's front-end.</li><li>Attend to calls and customer inquiries.</li><li>Assist on administrative tasks and other related office works.</li></ul> | Mar. 2024 - June 2024 |
| ● | <b>Public Information and Communication Office(ISATU - PICO) - Student Assistant</b><br><ul style="list-style-type: none"><li>Processing of document that allows the circulation of document to the intended signatory.</li><li>Attending to calls and customer inquiries.</li><li>Assist on administrative tasks and other related office works.</li></ul>              | Nov. 2023 - Mar. 2024 |
| ● | <b>Vice President for Administration and Finance(ISATU - VPAF) - Student Assistant</b><br><ul style="list-style-type: none"><li>Processing of document that allows the circulation of document to the intended signatory.</li><li>Attending to calls and customer inquiries.</li><li>Sorting, consolidating, filing, and logging of files and documents.</li></ul>       | July 2022 - May 2023  |
| ● | <b>Brgy. Tinio-an, Cabatuan, Iloilo (Barangay Hall) - Technical/ Logo Designer</b><br><ul style="list-style-type: none"><li>Re- design logo of the barangay as well as the logo of the District IX, Cabatuan, Iloilo.</li><li>Technical Support at the barangay hall that troubleshoot and maintain computer.</li></ul>  | 2020 - 2022           |
| ● | <b>Ramon Tabiana Memorial District Hospital - Senior High School Intern</b><br><ul style="list-style-type: none"><li>Document Processing for transfer of patient's data.</li><li>Manage patient's data and information.</li></ul>  | Nov. 2019 Jan. 2020   |

## Education

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|---|---|-------------|
| ● | <b>Iloilo Science and Technology University - Iloilo Campus</b><br><ul style="list-style-type: none"><li>Bachelor of Science in Information Technology</li><li>Consistent Dean's Lister</li><li>Graduated as Cum Laude</li><li>Best in Internship Program</li></ul> | 2020 - 2024 |
| ● | <b>Cabatuan National Comprehensive High School</b><br><ul style="list-style-type: none"><li>Technical Vocational-Livelihood - Information and Communication Technology</li><li>Consistent With Honors</li><li>CSS NC II Certified Passer - RRLS Academy</li></ul>   | 2014 - 2020 |
| ● | <b>Gaub Elementary School</b><br><ul style="list-style-type: none"><li>Top 6 with honors</li></ul>  | 2008 - 2014 |

## Skills

|                             |                            |
|-----------------------------|----------------------------|
| Hard Skills                 |                            |
| ○ Database Management       | ○ Critical Thinking        |
| ○ Networking                | ○ Computer Troubleshooting |
| ○ Document Processing       | ○ Analytic/Problem Solving |
| ○ Programming               | ○ Detail-Oriented          |
| Soft Skills                 |                            |
| ○ Effective Communication   |                            |
| ○ Adaptability              |                            |
| ○ Teamwork                  |                            |
| ○ Client / Customer Service |                            |

## Character References

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| <b>Dr. Heinz B. Gumaquil</b><br>ISATU - Iloilo Campus - PICO Director<br>Telephone: (336 5201) 148<br>Email: pico@isatu.edu.ph |
| <b>Dr. Gabriel M. Salistre</b><br>ISATU Iloilo Campus President<br>Telephone: (336 5201) 101<br>Email: mail@isatu.edu.ph       |