



Contact

+09052764382

iam.jrckuntvrs@gmail.com

Tinga Itaas, Batangas city

Interest

- IT Support
- Office Staff
- Technical Support
- MS Office
- IT Helpdesk

Language

- Filipino
- English

Work Experience

Internship Trainee
Sorosoro Ibaba Development
Cooperative (SIDC)
January 2024 – April 2024

Cash For Work Program
Batangas State University
July 2024 – September 2024

JERICK UNTIVEROS

Education Background

- **Batangas State University** – Alangilan Campus
Bachelor Science in Information Technology
SY: 2020–2024
- **Tinga Sorosoro Integrated School** – Junior High School
Sorosoro Ibaba, Batangas City
SY: 2014–2018
- **Tinga Itaas Elementary School**
Tinga Itaas, Batangas City
SY: 2008–2014

Awards & Certificates

- **National Certificate II – Passer**
Computer System Servicing
November 2019
- **AWS Academy Graduate**
AWS Cloud Architecting & AWS Cloud Foundation
April 2024
- **Certificate of Completion**
Internship Trainee at SIDC
April 2024

Personal Skills & Knowledge

- Proficient in Microsoft Office (Word, Excel, Publisher)
- Knowledge on basic knowledge in troubleshooting
- Familiar with asset management and helpdesk processes
- Able to work effectively in a team
- Proficient in installing operating system and software on computers and laptop
- Skilled in setting up for Printer Drivers properly
- Experienced in Formatting and Reformat Laptop/Desktop
- Can work under pressure
- Experienced of upgrading HDD to SSD
- Experienced of supporting technical problems from end users
- Strong time management skills
- Experienced in performing software installations

Reference

John Henry Gutierrez
Technical Support Specialist
jhggutierrez.sidc@gmail.com