







# JAY-R OLORES

IT STUDENT/INTERNSHIP

## Contact

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## Skills

### Communication



### Problem Solving



### Mobile Development



### Web Development



## About Me

A motivated IT student with a strong passion for web and mobile development. With hands-on experience in HTML, CSS, JavaScript, React JS, Node JS, C#, ASP.Net and Kotlin. I am deeply committed to continuous learning and am always eager to expand my knowledge and skills by staying updated with the latest industry trends.

## Education

### TVL - ICT Strand Graduate

2017 - 2020

*Apas Integrated Senior High School*

### BS in Information Technology

2021 - Present

*University of Cebu - Banilad*

## Work Experience

### IT Intern

**Vismotor Corporation** | Feb 2025 - Present

#### IT Support & Technical Operations

- Provided remote technical support using AnyDesk to resolve IT concerns and helpdesk tickets across departments and branches.
- Handled incoming calls from both internal departments and branch offices, addressing technical concerns and providing real-time assistance.
- Performed hardware diagnostics and repairs for desktop computers and peripherals, primarily at the head office.
- Conducted daily website uptime monitoring to ensure system availability and reliability.
- Set up and maintained meeting equipment such as projectors, microphones, and other AV tools for internal presentations and events.
- Maintained cleanliness and organization within the IT department to support a professional and efficient working environment.

#### System & Account Management

- Handled employee onboarding by creating and configuring new user accounts, including company emails and tool access.
- Set up, monitored, and maintained company CCTV systems to ensure security and proper functionality.

#### Asset Management & Procurement

- Tracked and monitored IT department assets to maintain accurate inventory and ensure proper allocation.
- Prepared quotations for IT asset procurement and submitted acquisition requests for department needs.
- Created transmittals and documentation for outgoing IT assets deployed to company branches.

#### Web Development

- Designed and developed an internal HR Talent Acquisition website to streamline recruitment processes and enhance user experience.