

# Jimmy R. Santos

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## Career Objective:

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To seek a challenging position in a reputable organization to utilize my IT Skills, database processing, management skills for the growth of the organization and expand or enhance my learnings and capabilities as well.

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## IT Skills

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Programming / Web Development	PHP, Java/J2SE, Visual FoxPro, Visual Basic, VB.NET, Turbo C, Wordpress, Photoshop, HTML, Flash, Javascript, AJAX, CSS, Bootstrap, DataTables, EasyUI, MySQL, SQL Server, MS Access, Netbeans, PHPStorm, Eclipse, Dreamweaver, new in BitBucket, Trello, ZOHO.
OS & Other Software	Window Server, Windows, Centos, VM Virtual Box, MS Office, Corel Draw, Sony Vegas.

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## Work History:

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June 2016 to date      Online Seller / Distributor of Bulacan Products  
Operator/Driver Grab  
Direct Selling Distributor

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### March 2014 – May 2016      IT Associate Manager

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Company	SB Solution Corp/Tri7 Solution Inc. (OLE Group of Companies) POGO (Offshore Gaming) – Ayala, Makati
Monthly Salary	Php 45,000.00
Job Description	<ol style="list-style-type: none"><li>1. Lead a team of (2) locals and (2) expat (Chinese) to maintain IT Infrastructure, Firewalls, Virtual Machines, 24/7 internet (voice/data) connectivity of all users.</li><li>2. Accomplishes information technology staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.</li><li>3. Develop desktop application using VB.net as required by the company for operation (betting formula, conversion of Log Text File to Excel File, Payroll System connected to Orange HRM Application Database and Biometric Data System)</li><li>4. Develop Java Application for Fault Detection, Administration and Betting Game Performance Monitoring.</li></ol>

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### Oct 2013 - Mar 2014      Systems Analyst/Programmer

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Company	SM Retail Inc. (MOA Corporate Bldg.)
Monthly Salary	Php 47,000.00
Job Description	<ol style="list-style-type: none"><li>1. In-charged in providing Programming/On-sight Support in enhancing/modify</li></ol>

Existing SM Centralized Sales Audit for the following SM Retail Affiliates

- Ace Hardware
- Watsons
- Baby Company
- Hardware Workshop
- Homeworld
- Kultura
- Our Home
- Signature Lines
- Sports Central
- Supplies Station
- Surplus Shop
- Toy Kingdom
- Toy World

2. Provide technical assistance in system migration Visual Foxpro to .NET
3. Provide onsite assistance to SM Retail Affiliates.

**May 2003 - Jul 2013**

**Administrative Director / IT Head**

Company

NutriTECH Alliance Corporation

Monthly Salary

Direct Selling Company of Cookwares (MLM) – Ortigas, Pasig

Job Description

Php 47,000.00

1. ADMINISTRATIVE DIRECTOR – JOB DESCRIPTION

- Implement the Mission and Vision of the company.
- Ensure that the company policies and procedures are properly implemented
- Administer all department projects and task, analyzed day to day operations and performance of the company.
- Deal with variety of people; Entertainers, Government Officials, Business Man, Suppliers and other business related transactions.
- Provide a quick solution and able to assist in any problems they may arise relating to the company.
- Provide training to supervisors and employees.
- Conduct company planning and implementation with the management.
- Provide company program and activities for employees.
- Update Company Policies and Draft new ideas that will fit.
- Generate Financial Reports for the management.
- Monitor Monthly Budget, Expenses and Government Schedules/Deadlines.
- Handles all the legal matters of the company and coordinate with the company legal support.

2. MARKETING SALES OFFICER – JOB DESCRIPTION

- Provide a Research & Development of New Ideas for the Company's Business Plan and Marketability of the Product.
- Provide Multi-Level Marketing Actuarial
- Review and provide sales and marketing analysis on a Weekly, Monthly, Quarterly & Year to date basis.
- Provide a Weekly Sales Activity and Promo in marketing the business plan and products.

- Provide training with the sales group for the company's sales strategies
- Collaboration with the Management Cost and Effect of every Marketing Strategies.
- Provide Cost Analysis of Product for Pricing Profile.
- Conduct Sales Activities and Training to sales distributors.

### 3. H.R. OFFICER – JOB DESCRIPTION

- Create and enhance the company policies and guidelines
- Review and Monitor daily accomplishment of all employees.
- Issued disciplinary action to employee who failed to follow the company's policies and guidelines.
- Monitor performance of all employees from ranking files to officers of the company for proper compensation package.
- Create and propose new benefits or program for employees.
- Monitor Daily Time Records of all employees.
- Provide counseling to employees if it's needed.
- Ensure every position is filled in and conduct hiring.
- Interviewing of Applicant and Finalization of qualified applicant.
- Ensure that Employees Benefits and Package are properly implemented

### 4. IT Manager - JOB DESCRIPTION

- Conduct Training to staff.
- Provide Collaboration with other IT Staff in dealing new ideas, designs, programs and reports needed.
- Provide solution in troubleshooting of Computer Hardware and Software related case.
- Setup Network Environment and Security Access.
- Provide Technical Assistance to every department.
- Ensure that the Telephone System working properly.
- Conduct Programming and System Analysis.

### 5. SYSTEMS/NETWORK ANALYST/PROGRAMMER - JOB DESCRIPTION

- Developed and customized Accounting System and Business Process according the company's Marketing Program.
- Create an interconnection of local system with the MySQL database for online transaction.
- WEBSITE DEVELOPMENT (JAVA, JSP, HTML, FLASH)
- Developed Web based Application format to the company's marketing system which caters online application, online and real time daily commission computation. This online system provides the distributor's an user interface for viewing of their real time commissions, performances, genealogy in diagram and tabular format.
- Create procedure for batch emailing which send 1 by 1.
- DATA ADMINISTRATION AND SECURITIES
- NETWORK ADMINISTRATION/HARDWARE MAINTENANCE

**Jan 2002 - May 2003**

**Web Administrator & Data Processing Officer**

Company

PhilKraft Marketing Corp.

Monthly Salary

Direct Selling Company of Cookwares (MLM) – JP Rizal, Makati  
Php 18,200.00

## Job Description

### 1. WEBSITE DEVELOPMENT

- Team player in developing and maintenance of the company's website and online application for PhilRich Binary System.
- Create online application that will compute commissions in real time.
- Create user interface for viewing and printing of real time commissions, performances, genealogy in diagram and tabular format.
- Provide system upgrade and maintenance for new marketing plans and Inter connect data from online server to a window based integrated accounting system.
- Program uses for website development are Macromedia Flash, Apache Server, JRUN Server, Dreamweaver, ASP, JSP, Java (J2SE), HTML and JavaScript.

### 2. DATA ADMINISTRATION AND SECURITIES

- Setup MySQL Database from SERVER computer and Hosting Server.
- Monitor and troubleshoot errors from Local and Online Data.
- Monitoring and making sure that all databases, other user's files and program source codes are properly backed-up on a daily basis.

### 3. SYSTEMS AND MARKETING ANALYSIS

- Provide systems analysis that will fit in to the company's marketing plans and procedures
- Provide analysis and suggestions for products pricing profile, new promos and marketing strategies.
- Provide computation analysis for binary system safety nets, carry over and maximum payouts.
- Provide analysis and evaluation for regional offices performance, goal set and operations.

### 4. NETWORK ADMINISTRATION/HARDWARE MAINTENANCE

- Assist company technician in installation of network cablings, hubs, router and configurations for local network and shared internet connections.
- Setup and assist the technician in configuring NOVEL server for new computer server which uses in the company's local accounting system designed in Progress Programming Language.

**Apr 1997 - Dec 2001**

### **Systems Analyst / Senior Programmer**

Company

BusinessTools Software Inc.

Monthly Salary

Software Developer Company for Local Business – Green Hills, San Juan

Job Description

Php 14,000.00

### 1. SYSTEM DEVELOPMENT

- Started in developing MS DOS mode Accounting System Applications such as Integrated Accounting System, Payroll System, Sales Ordering, Purchasing, Accounts Receivable, Accounts Payable, Billing System, Production with Formulation and General Accounting System using the programming language Foxpro 2.6.
- Re-developed and converted all DOS mode Accounting System to Window based Application System Using the programming language of Visual Foxpro.
- Customized accounting system of clients based on their needs and capacity.

2. SYSTEM DEVELOPMENT
  - Provide systems analysis per client based on their needs procedure.
  - Provide proposals and quotations based on the analysis of their system needs.
  - Provide network and hardware analysis for their company.
3. CUSTOMER SERVICE
  - Provide training to clients designated user's on how to use the program.
  - Provide onsite and phone in type of troubleshooting on the program to clients.
  - We provide helped and assistance to our clients once they needed us.
4. SUPERVISORY
  - Monitor and provide task to my subordinates.
  - Monitor daily attendance sheet and processed the employee payroll.
  - Provide training to new programmers.
  - Provide support to other programmers in dealing with clients, programming and error trapping.

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### Education:

<b>1995 – 1997</b>	<b>STI College Cubao</b> Associate in Computer Science
<b>1991 – 1995</b>	<b>San Miguel High School</b> San Miguel, Bulacan
<b>1985 – 1991</b>	<b>Pinambaran Elementary School</b> Pinambaran, San Miguel, Bulacan

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### About Me:

Birth Date	September 27, 1978
Father's Name	Leonardo Santos
Mother's Name	Miguela Roque Santos (deceased)
Spouse Name	Rosemarie Dela Cruz Santos
Children's Name	Mark Jeremy Santos (18) Lady Jaimee Santos (15) Aaron James Santos (12)

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### Character Reference:

Mr. Joseph Dela Luna	NutriTECH Alliance Corporation / Owner 0917 5255569
Ms. Luz Taay	Enagic Water BGC / Sales Distributor 0995 561 4859
Ms. Mary Grace Lee	GMEI kitanlad, Quezon City / Owner 0922 276 8255

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Applicant Signature

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Jimmy R. Santos