

JOHN RAINEIR PO-ON

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SUMMARY OF QUALIFICATION

- Over 4 years of experience as an IT Specialist and 3 years in Customer Service.
- Basic understanding of HTML, CSS, JavaScript, React, Node.js, PHP, Python, C#, Java, and WordPress, with familiarity in SQL.
- Knowledge in Cloud Computing (AWS), Windows Server, Firewall, Virtual Machine, Active Directory, Group Policy.
- Intermediate skills in MS Word, Excel and Adobe Photoshop.
- Ability to work independently with minimal supervision.
- Fluent in both English and Tagalog with good communication skill.

EXPERIENCE

Embroidery Machine Operator - Magnus Pen Corp., Toronto, ON

November 2023 — Present

- Efficiently operate embroidery machines and troubleshoot issues promptly to ensure continuous production.
- Inspect finished products for quality, addressing defects to maintain high standards.
- Thoroughly inspect materials before starting the embroidery process to prevent defects in the final product.
- Accurately mark and place embroidery designs on materials to ensure precise and visually appealing results.
- Monitor and manage thread tension, making necessary adjustments during the embroidery process for optimal results.

Food Server - Cris Inihaw, Batangas City, Batangas, Philippines

April 2020 — July 2023

- Ensure precision in order-taking and provide recommendations to enhance the customer experience.
- Deliver orders to customers in a timely manner while maintaining accuracy.
- Regularly assess customer satisfaction during the dining experience and address any concerns.
- Follow to strict health and safety guidelines to maintain a secure dining environment.
- Handle customer feedback and concerns with professionalism and a customer-centric approach.

RELEVANT EXPERIENCE

IT Specialist - Speed Quality Tech Inc., Makati City, Metro Manila, Philippines

October 2015 — May 2020

- Security Management: Implement and maintain robust security measures to protect data and systems.
- Network Management: Design and manage a secure and efficient network infrastructure.
- Technical Support: Provide effective technical support for end-users, minimizing downtime.
- System Administration: Administer servers and maintain software for overall system stability.
- Data Backup and Recovery: Develop and test backup strategies to ensure data protection and business continuity.

EDUCATION

Software Engineering Technology - Centennial College, Toronto, ON

September 2023 — Present

- Data Structures and Algorithms, Object-Oriented Programming (OOP), Database Management Systems, Web Development, Software Development Life Cycle (SDLC), Software Testing and Quality Assurance, Mobile App Development, Operating Systems, Software Project Management, Software Architecture and Design.

Bachelor of Science in Information Technology - Lyceum of the Philippines University, Batangas

June 2011 — March 2015

- Computer Science Fundamentals, Database Management Systems, Web Development, Networking and Security, Operating Systems, Software Engineering, IT Project Management, Ethics in IT, Emerging Technologies, Capstone Project.

Availability:

Monday	5:00am – 3:30pm
Tuesday	N/A
Wednesday	Anytime
Thursday	5:00am – 5:30pm
Friday	N/A
Saturday	N/A
Sunday	Anytime