

# Ong, Aldrin Ken C.

Can apply a range of skills to cater to your organizational needs. Motivated through productive contribution, learning and building good rapport among colleagues.

## EXPERIENCE

### Tribe Family Lawyers— *Systems and Operations Lead*

FREELANCE | APRIL 2022 - JULY 2022

Maintenance of firm admin, automation and CRM systems such as Office 365, Pipedrive, AWS and Paperform. Remote.

### Networks Diversity — *IT Staff and Project Assistant*

CONTRACT WORK | 2021 - 2022

Overall planning, configuration and installation of internet protocol security cameras and wireless systems specializing in outdoor settings. Other tasks include surveys and administrative work, ensuring timely project completion.

### IT Enthusiasts Laboratory — *Project Coordinator*

CONTRACT WORK | 2020 - 2021

INTECH is a special interest group consisting of undergraduate students who have a passion for IT, as applied to library solutions and innovation. Catered for the UP College of Science Library in developing their eBook website as the primary liaison between developer and client. Co-founder and President (19–20)

### UP Diliman Learning Resource Center — *Student Intern*

SEPTEMBER 2020 - DECEMBER 2020

Event proposal writing and review. Assisting with organization programs.

### UP College of Mass Communication Library — *Library Staff*

INTERNSHIP | JUNE 2019 - JULY 2019

Cataloging, Indexing, Library Management and other ad hoc tasks.

## EDUCATION

### University of the Philippines Diliman — Bachelor of Library and Information Science

2018 - PRESENT (9 units left)

Studied technical library skills as well as library management, marketing, legal writing and IT-related skills. Other credits in marketing and archives.

2013 - 2016 - completed 12 units of Business Administration subjects

2013 - 2016 (BS Computer Science) - completed 12 units

### LifeCollege, Palawan

2009 - 2013

Graduated with honors. *Global Competence Class*: participated in an educational and socio-cultural trip around ASEAN countries.

## ORGANIZATIONS

### UP Library and Information Science Students Association

Various tasks to achieve organizational goals and upholding its values. Worked on organization registration processes, initiated external collaborations with other student organizations and other administrative duties. Officer-in-charge External Affairs Committee (19–20). Officer-in-charge Executive Secretary (20–21).

### UP Organization of Palaweño Students

Headed several projects focused on community development, culture and education.

VP for Finance (16–17). VP for External Affairs and Marketing (19–20). President (20–21).

Puerto Princesa City,  
Philippines  
(+63) 928 449 6716  
**aldrinkenong@gmail.com**  
linkedin.com/in/aldrinkenong

## SKILLS

Project Management

Task Organization and Management

Library Management

Cataloging, Indexing and other Library Services

Legal Writing and Research

Marketing

Basic programming (HTML & CSS, Python)

## OTHER INTERESTS

Games, Development and eSports

Film and Television

Networking and Telecommunications

Community Development

## LANGUAGES

Filipino, English