

WILSON RIVERA

Banaba, San Mateo, Rizal - 1850
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Experience

RGS Recovery Management and Collection Services, Inc. – Quezon City July 15, 2022 – Present

Admin Support

- Reimbursement riders gas allowance.
- Compilation of team documents such as billing and certificate.
- In charge of the overall reports that come from the bank or the client.
- Endorsing Accounts for Demand Letters, SMS, and Emails Blasting.
- Consolidates employee’s attendances and generate their weekly and semi record for payroll purposes.
- Monitoring Field negotiator PTP accounts.
- Ensures accurate computation of commission
- Monitoring for daily amount collected.
- In charge to supervise Field Collectors.
- Managing master file from the client.

Municipality of San Mateo, Rizal – San Mateo, Rizal February 2019 – July 2022

IT Technician

- Maintained office PCs, networks devices.
- Monitored systems in operation and quickly troubleshoot errors
- Recommended new and replacement hardware and software purchases.
- Providing desktop support and management to all offices. Installing and configuring computer hardware, software, systems printer and scanner
- To ensure correctly entered information data in the system.
- Reviewed validation output and performed specified manual checks on data to evaluate consistency and completeness.
- Prepared source data for computer entry by compiling and sorting information
- Install and configure computer systems, diagnose hardware and

Education & Certifications

ICCT Colleges Foundation, Inc. 2021 – 2023

Bachelor of Science in Information Technology
Undergraduate

Google Data Analytics June 2023

Foundation: Data, Data, Everywhere

Google IT Support January 2023

Technical Support Fundamentals
The Bits and Bytes of Computer Networking

Skills	Technical Skill
<ul style="list-style-type: none">• Data Management• Business Processing• Problem-Solving• Leadership• Multi-Tasking• Analytical• Adaptability• Google Workspace / Microsoft	<ul style="list-style-type: none">• Hardware Installation and Maintenance• Software Installation and Configuration• Network Troubleshooting• HTML5, CSS and Basic Javascript• Github, Figma and Canva• UI Design and Web Design• Basic knowledge in Tableau (Data Visualization)• Knowledgeable in creating templates in Excel (Financial, Reports, Monitoring, Payroll)

Portfolio

<https://khyn09.github.io/wrivera/>