



WILSON RIVERA

CONTACT

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TECHNICAL SKILLS

- Web and App Design using Figma.
- Knowledgeable in using Adobe Photoshop, Canva
- Computer Literate (Microsoft Office)
- Knowledgeable in Computer Hardware/Software and Network Troubleshooting
- Knowledgeable in Web Design (HTML, CSS, JavaScript)
- Create Google Form
- Basic Python

EDUCATION

SECONDARY SCHOOL

Nangka High School
2011 – 2015

BS INFORMATION TECHNOLOGY

ICCT Colleges Inc.
2015 - Undergraduate

OBJECTIVES

To apply what I have learned and further develop my skills for the advancement and improvement of my chosen field and career I will work for.

EXPERIENCE

IT TECHNICIAN

**Department of Information and Communications Technology Office
Local Government of San Mateo, Rizal**

San Mateo, Rizal – February 2019 - July 2022

- Maintained office PCs, networks devices.
- Refurbished PC systems and peripherals such as monitors, networking equipment, printers and more.
- Patiently walked individuals through basic troubleshooting tasks.
- Monitored systems in operation and quickly troubleshoot errors
- Recommended new and replacement hardware and software purchases.
- Performed installation, maintenance and repair for complex internal computer hardware and various software applications.
- Serving as CCTV, Computer and other technical support to different department in the local government.
- Providing desktop support and management to all offices. Installing and configuring computer hardware, software, systems printer and scanner

TECHNICAL SUPPORT – Municipal Health Unit Vaccination Program

- Providing administrative support within a team of staff working in a mass vaccination site.
- 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 software faults and solve technical and application problems.

ADMIN OFFICER

RGS Recovery Management and Collection Services, Inc.

Quezon City – July 2022 – Current

Campaign:

City Savings Bank, Motorcycle Loan/Repossessor Unit | 2 months

- Reimbursement riders gas allowance.
- Compilation or team documents such as billing and certificate.
- Consolidates employee's attendances and generate their semi record for payroll purposes.
- Consolidation of Team Productivity requested by the management.
- Create Google form to collect and analyze report data.

BDO Unibank, Inc., Recovery/Collection Unit | Current Campaign

- 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.
- Working hand in hand with Leaders.
- Ensures the accuracy of the data being provided before sending it to the bank or to the management.

BPI 30/150 Personal Loans | Admin Support

- Endorsing Accounts for Demand Letters, SMS, and Emails Blasting.
- Ensures the accuracy of the data being provided before sending it to the bank or to the management.
- Working hand in hand with Recovery Officer.
- Consolidation of Daily PTP and TFIF status.

TRAININGS AND SEMINARS

Certificate of Participation

Department of Information and Communication Technology - Region III

Computer Hardware and Basic PC Troubleshooting

RIII: 2022 W-CHBPCT-04

Certificate of Participation

Department of Information and Communication Technology - Region IV-A

How to Make Standout Report Using MS Excel

R4A2022: W-MSX-01

Certificate of Completion

Complete Figma Mega course: Udemy

UI/UX Design Beginner to Expert

CN: UC-0ecb031c-30e4-4400-96df-4d9f58d02b7a