JEFF WENSLEY
PATRIMONIO

IT SUPPORT SPECIALIST

About Me

Dedicated IT Support Specialist with expertise in providing technical assistance for both hardware and software issues. Proven ability to support end-users effectively in remote and onsite environments, ensuring operational efficiency and productivity

Education

Senior High School CSS

2019-2021

Doña Montserrat Lopez Memorial High School

Bachelor's Degree in Information Technology

2021 - 2025

STI West Negros University

Contact

📍 Staffhouse #27, Cubay St. HPCO, Silay City, Negros Occiidental

📞 09185549671

💻 www.reallygreatsite.com

✉️ jeffwensley.work@gmail.com

Skills

Computer Literacy
●●●●●●○

Problem Solving
●●●●●○○

Creativity
●●●●●○○

Productivity Tools
●●●●●●○

Work Experience

Web3 Degen Guild Crypto Based 2022-2024

Online Community Manager Discord

- Managed and maintained Discord servers, including setting up channels, roles, permissions, and server settings for optimal user experience.
- Responded to user inquiries, support requests, and conflict resolution via text and voice channels.

Web3 Degen Guild Crypto Based 2022-2024

Discord Technical Support Administrator

- Installed, maintained, and updated Discord bots for moderation, automation, and user engagement.
- Collaborated with other admins to implement new features, improve server engagement, and manage user feedback.

Vallacar Transit, Inc. Main Office 2025

OJT (On-the-Job-Training) IT Support Specialist

- Assisted in maintaining local network infrastructure and configuring office hardware and equipment during training.
- Supported data entry projects, ensuring accuracy and efficiency in internal systems.