

# ACE C. RAMIREZ

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I am a fast learner with a strong commitment to growth. My coachability is evident through my dedication to acquiring new skills and adapting to challenges. Eager to embark on a fulfilling career, I am driven by a relentless pursuit of improvement. With a keen eye on the future, I am determined to leverage my education and evolve professionally, contributing effectively to any team or project.

## TECHNICAL SKILLS

- Computer Trouble shooting
- Data Entry
- Graphic Design
- Microsoft office tools - Word, Excel, PowerPoint and Google Sheet
- Technical Support

## SOFT SKILLS

- Analytical Thinking
- Adaptability
- Creative Ability
- Collaboration
- Excellent time management
- Excellent Communication skills
- Leadership
- Problem Solving
- Team Work

## WORK EXPERIENCE

### IT Staff

**Department of Education - Gapan City**  
**February - June 2023**

- Provided fundamental end-user troubleshooting and desktop support.
- Delivered technical support and resolved issues to optimize office efficiency.
- Assisted colleagues and staff with daily special tasks.
- Ensured seamless document handling between departments.
- Maintained document compliance by creating and updating records and files.
- Supported company employees with clerical tasks like copying, printing, and filing documents.

## EDUCATION

### COLLEGE

#### **Nueva Ecija University of Science and Technology**

Bachelor of Science in Information Technology  
Technology  
2018 - 2023

### SENIOR HIGH

#### **Kinect Academy Inc**

Information and Communication Technology  
2017 - 2018

## CERTIFICATIONS/ WEBINAR ATTENDED

C.E.R.T. FOR CYBERCRIME INCIDENTS MODULE 3: TAKE DOWN SERVICES,  
SEARCH ENGINE OPTIMIZATION, AND SEARCH ENGINE POSITIONING.

2023

PHOTOGRAPHY AND POST PROCESSING

2023

### Warehouse Assistant

**Avon - Gapan City**  
**November - December 2017**

- Utilized computer systems to track and manage inventory levels, conducting audits to rectify discrepancies.
- Organized inventory shelves by following the first-in, first-out method.
- Prepared orders, packed items for shipping, and coordinated with shipping personnel.
- Conducted inventory control activities, including counting and restocking merchandise counting and restocking merchandise.