Michael Librando

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# Education

## Bachelor of science in COMPUTER ENGINEERING | 2013-2019 | university of negros occidental, Bacolod city, philippines

# Skills & Abilities

## Research

* Able to locate, analyze, interpret, and evaluate relevant information effectively
* Able to write clear and concise reports on the subject matter

## Communication

* Strong oral and written skills in English
* High degree of flexibility in writing appropriate content for various audiences
* Able to communicate effectively with people of different ages, backgrounds, and cultures

## Computer hardware/software LITERACY

* Familiar with programming languages and tools such as Jira, 8086 assembly language, C++, Java
* Skilled in web development languages and tools such as JavaScript, Wordpress, HTML5, Bootstrap, and CSS3
* Skilled in troubleshooting software and hardware related issues on computers
* Well acquainted with interconnection of electronic hardware components
* Adept at graphic design and layout techniques using Adobe software such as Photoshop and Lightroom
* Skilled in video editing using Sony Vegas Pro software

# Experience

## Recruiter - I | Concentrix | SEPT 2020 – Dec 2020

* Assessed applicants’ communication skills, work ethics, personality, and job – related competencies

## SOFTWARE QUALITY ASSURANCE ANALYST | FGC+ | SEPT 2019 – Sept 2020

* Performed software regression tests on client’s website and webapps
* Wrote documentation, tracked bugs, and bug fixes
* Coordinated with offshore software developers
* Responded to client service requests and changes

## FREELANCE COPY WRITER & Wordpress Developer | 2019

* Designed and Developed web pages for international clients using Wordpress
* Developed E-Commerce websites and implemented basic SEO techniques
* Maintained client’s website by keeping Wordpress plugins and features updated and functional
* Wrote various content for social media engagements

## STUDENT Intern | Gintuga Technologies, LLC | 2018

* Trained in website development, design, and layout

## FEATURE EDITOR | TOLENTINE STAR | 2018

* Supervised staff writers in their daily duties such as covering newsworthy events

## staff writer | TOLENTINE STAR | 2016

* Wrote news, feature, and literary articles and gathered information through factual research and interviews

## english as a second language teacher | bibo global oppurtunity | 2016

* Taught the English language to people from different cultures and backgrounds

## VOLUNTEER high school computer teacher and technician | shiloh christian school, bacolod city | June 2016 – 2017

* Taught computer hardware/software servicing and troubleshooting to high school students from grades 7 to 10
* Performed computer software or hardware repair, troubleshooting, and maintenance to computer units within campus

## Freelance Computer Technician | 2013

* Performed hardware and software troubleshooting to client’s desktop/laptop computers
* Formatted and installed new Windows Operating System to units that require a reformat
* Disassembled and assembled desktop and laptop units for thorough cleaning