

MARK S. PELAGIO

Address: No. 145 Palma St. Poblacion,
Bagamanoc, Catanduanes
Phone: 09122358642
E-mail: pelagio.s.mark@gmail.com



SUMMARY

A hardworking individual who always takes action with analysis, scientific method and development. Gained previous experience as a blue-collar worker in print media industry and added further experience in the field of banking process. Intended in an organization where constantly development in machine learning, web development and Javascript programming skills to make use of it in digital world campaign. Always looking forward establishing myself by adapting new technologies as well.

I. WORK EXPERIENCES

Eastwest Rural Bank

August 26, 2021 – September 29, 2022

Loans Specialist – Processor

Primarily responsible for the effective and efficient loan processing, acceptance of loan application and the conduct of KYC and loans underwriting ensuring that all loan applications recommended passes the requirement of a quality loan portfolio from DepEd Catanduanes. The incumbent also performs marketing functions in assistance to the Division, Cluster, and Team Leader.

e-Copy Corporation

February 22, 2021 – May 21, 2021

Account Coordinator

Works as a Technical Salesperson in a Philippine Authorized and Exclusive Distributor of SHARP Multifunction Office Products including its accessories, original parts and genuine consumables. Also provides Business Automation Solutions and Fully Integrated Software Applications like Document Management System, Processing Applications and other Management Applications.

DILG Virac
Covid-19 Contact Tracer

November 2020 - December 2020

Contact tracers identify members of the public who were exposed to patients diagnosed with infectious diseases. They call patients who contracted infectious diseases, establish which individuals those patients had contact with, and initiate isolation protocols to limit further disease transmission.

Undergroundz Gaming Hub
IT Support

April 2019 – October 2020

Troubleshooting of computer hardware and minor repairs. Giving customers the best gaming experience with the best graphic settings depending on the hardware available.

Catanduanes State University - Cashiering Services
Student Assistant

August 2019 - March 2020

Deliver information in every College of CSU about student's financial grants and scholarship. Assist every manager's technical problem on IT sectors and resolve issues regarding students account balances and refund.

Philippine Long Distance Telephone Company
On-the Job Trainee

April 2019 - May 2019

Assist the call of Field Engineers to trace the problem of phone lines as well as DSL internet connection along Mandaluyong Area. Testing the clarity and troubleshooting to meet the customer satisfaction.

Tetra Technologies Distribution Inc.
Copier Technician

November 2013 - March 2014

Repair, maintenance and delivery of Xerox, Canon, Ricoh, Brother etc. (Japan Standard) copier machines to costumer sites. Servicing and recommendation of partner companies for whatever suits the company needed for a Copier Machine.

Heidelberg Philippines Inc.
Service Technician (Trainee)

March 2012 - October 2013

Assist field servicing of Senior Technicians/Engineers in troubleshooting, maintenance and installation of pre- press/press/post press mega machines.

II. EDUCATION

Computer Engineering (Graduated)
Catanduanes State University – Virac, Catanduanes

June 2014 - August 2020

Electromechanics Technology (Graduated)
Dualtech Training Center – Canlubang, Calamba, Laguna

April 2011 - October 2013

Secondary
Bagamanoc Rural Development High School
Bagamanoc, Catanduanes

2007 - 2011

Elementary
Bagamanoc Central Elementary School
Bagamanoc, Catanduanes

2001 – 2007

III. ELIGIBILITY

- **Civil Service Exam – Professional**
Date of Examination: June 19, 2022
Place of Examination: Catanduanes State University – Virac, Catanduanes

IV. SEMINARS AND TRAININGS

- **OSH Module 1: OSH Situationer and Eastwest Bank's OSH Policy** – Eastwest Rural Bank Learning and Development
September 13, 2022
- **OSH Module 2: Occupational Safety and Occupational Health** - Eastwest Rural Bank Learning and Development
September 13, 2022

- **Turn Your Ideas into a Business - Step 1: Begin by Understanding, a Startup Thursdays Webinar Series** - DICT - Visayas Cluster 2
July 9, 2020
- **Learn to Maximize: Gmail** - DICT - Visayas Cluster 2
June 29, 2020
- **How to Thrive in a Virtual Environment** - National Planning and Corporate Management Bureau
June 26, 2020
- **Introduction to Digital Marketing** - DICT - Luzon Cluster 1
June 22, 2020
- **Introduction to ESL** - DICT - Luzon Cluster 3
June 15, 2020
- **Seminar on R.A. 7877 (Anti-Sexual Harassment Act of 1995)** - Nancy D. Magtangob, Ed. D., Erlind F. Tabor, Ed. D., Maria S. Tugano, Ed. D.
February 27, 2019
- **CPLD/FPGA Development System** - Engr. Nikka Allen B. Santos
January 9, 2019 – January 10, 2019
- **1st IT and Engineering Cognizance Seminar and Workshop: "Shaping Up the Future Through Technology Awareness"** - Catanduanes State University Computer Engineering Student's Association
November 29, 2017 – December 1, 2017
- **Basic Occupational Safety and Health** - Engr. Nanette M. Valeza, Marilyn B. Panti, Ed. D.
June 10, 2017 – June 28, 2017

V. MEMBERSHIPS

Beta Sigma Fraternity - Catanduanes State University Chapter
Grand Princep 2016 – 2019

VI. REFERENCES

MARWIN DE VERA

09634112366

Viga Municipal Police Station
Viga, Catanduanes

JEFFREY LU ABINES

09630282002

Camp Francisco Camacho
Virac, Catanduanes

MA. BESSIE R. BRIZO

09285694048

Catanduanes State University
Virac, Catanduanes

ENGR. CHARLON C. CAADLAWON

09774617757

Philippine Institute of Civil Engineers
Bagamanoc, Catanduanes