

Rommel B. Petilo

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CAREER OBJECTIVE:

- To apply on a position requiring innovative and challenging employment that will utilize my skills and will offer advance opportunity.

EXPERIENCE:

March 2012-Present

Reed Elsevier Phils.

Content Operations Editor

- Maintain, analyze, and enhance editorial content for online legal products of LexisNexis.
- Collaborate with vendor partners, engineering and other content operations/development teams and also troubleshoot, resolve problems and suggest process improvements.
- Reviewing and analyzing documents, designing, modifying and validating source content to ensure content integrity.

Feb 2008-Feb 2012

SPi Global

Data Technician/Content Editor

- Responsible for encoding of different information to the clients database.
- Carrying task that involves data/document analysis.

March 2007-Jan 2008

SPi Global

Data Management Staff

- Responsible for the delivery of processed files received from the client according to Company's productivity and accuracy standards and schedules.
- Responsible for checking the reliability of data or files to be delivered to the client.

June 2006-Nov 2006

Banco De Oro

Marketing Assistant

- Responsible for the redemption of freebies/giveaways and inventory check of supplies in the credit card division of Banco De Oro.

ACHIEVEMENTS:

- Cisco Certified Network Associate (CCNA, April 2013)
- Vendor Partner Recognition Awardee (LexisNexis, July 2010)
SPi Global
- Dean's Lister (School Year 2001-2002)
Central Colleges of the Philippines

STRENGTHS:

- Technical aptitude for computer applications on systems (IT Networking, Microsoft applications, web-based applications and data entry).
- Ability to work individually and as team member.
- Strong learning agility. Able to learn quickly and apply knowledge.
- Programming Background (C++, Visual Basic, HTML, Javascript).

EDUCATION:

COLLEGE:	Bachelor of Science in Computer Engineering Central Colleges of the Philippines	2001-2006
HIGH SCHOOL:	Roosevelt College – San Juan San Juan City, M. Mla.	1997-2001
ELEMENTARY:	Pinaglabanan Elementary School San Juan City, M. Mla.	1991-1997

SEMINARS/TRAININGS:

December, 2012 “Cisco 1-4 Modular Training”
Mapua IT Center

May 22, 2010 “PC Troubleshooting and Networking”
Informatics Computer Institute

May 22, 2009 “The Leader in Everyone (cLearning Course)”
SPi Learning Academy – SPi Global