

# Ran Mar D. dela Cerna

Proper Buhisan, Cebu City, Cebu, Philippines

☎ 0956 – 602 - 1062

✉ [ranzsnipes06@gmail.com](mailto:ranzsnipes06@gmail.com)



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## I. EDUCATIONAL BACKGROUND

<u>Level</u>	<u>School / Address</u>	<u>Year Attended</u>
Tertiary	2-years Computer Technology Microsystems International Institute of Technology 3rd Floor Cebu Appliance Bldg., Highway Sangi, Tabunok, Talisay City, Cebu	2009 - 2011
Secondary	Luray II National High School Luray II, Toledo City	2004 – 2009
Primary	Liloan Central School Liloan, Southern Leyte	2003 - 2004

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## II. PERSONAL INFORMATION:

Place of Birth	: Buhisan, Cebu City	Religion	: Roman Catholic
Date of Birth	: September 18, 1991	Citizenship	: Filipino
Age	: 31 years old	Status	: Single
Sex	: Male	Hair	: Black
Height	: 5'6"	Eye Color	: Brown
Weight	: 110 lbs.	Health	: Physically Fit, Excellent
Language Spoken	: Bisaya, Tagalog, English		

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## III. SPECIAL SKILLS / ABILITIES:

### Computer Skills

- Computer Literate
- Knowledgeable Microsoft Office (Excel, Power Point & Word)
- Touch Typist (50 WPM)
- Computer Formatting & Installing any Operating Systems and Software Applications
- Easy to learn new skills
- Assemble Computer
- Troubleshooting Computer, Printer & Laptop (hardware & software)
- LAN/WAN Networking
- Programming VB.net and Android studio an
- Database MS Access
- Photo Editor (Photoshop CS6)
- Video Editor/Video Maker

Athletic Skills : Basketball, Badminton & Table tennis.

#### IV. WORKING EXPERIENCES

<u>Position</u>	<u>Establishment / Address</u>	<u>Responsibilities / Tasks</u>	<u>Year/Month Attended</u>
MIS-Staff	Coolway MPC Cogon, Bogo City, Cebu	Technical Support	<u>November 30, 2021 - Present</u>
Customer Associate	LBC-Express Gaisano Fiestamall Branch	Accept Cargo Shipment, Bills, Remittance	<u>October 2017- January 2020</u>
IT-Specialist	Philippine Crop Insurance Corporation 2 <sup>nd</sup> flr., DBP Bldg., Osmeña Blvd, Cebu City ☎: (032) 412 - 3443	Technical Support, Supervising Daily Encoder & Monitoring Desktop of Employees thru Remote Desktop	<u>March 2013 – June 2017</u>
Internet Café Attendant	JS Right Click Station Tabunok, Talisay City ☎: (032) 462-2190	Provide Clients Support & Attend customers' needs, Technical Support.	<u>Sept. 2012 – Dec. 2012</u>
Internet Café Operator	JYJ Dae Han Corporation Poblacion, Pardo, Cebu City ☎: (032) 272-6905	Serves as cashier, attendant and encoding customer's documents Technical Support.	<u>June. 2011 – Feb. 2012</u>
On the Job Training	CoreTech Solutions Sangi, Tabunok, Talisay City, Cebu	Computer Assemble, Troubleshooting and Software Installation	<u>Nov. 2010 – Apr. 2011</u>

#### V. CHARACTER REFERENCES:

<u>Name &amp; Position</u>	<u>Company / Address</u>	<u>Contact No(s).</u>
Ms. Irene C. Collado Insurance Processor – II	Philippine Crop Insurance Corporation 2 <sup>nd</sup> Floor DBP Bldg., Osmeña Blvd Cebu City, Philippines	09261042720
Mr. Crescencio V. Deligero Jr. Regional Manager II	Philippine Crop Insurance Corporation 2 <sup>nd</sup> Floor DBP Bldg., Osmeña Blvd. Cebu City, Philippines	09209827859
Mr. Victor Mercado LBC-Team Head	LBC Express	09321281463