



## EDUARDO M. ROJALES JR.

(+63) 967 558 6672 | [rednation37@gmail.com](mailto:rednation37@gmail.com) | Calabarzon

### WORK EXPERIENCES

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Sept. 2019 – Mar. 2023  
(3 years 6 months)

#### **Detachment Commander**

Our Lady of Fatima University (Laguna Campus) | Philippines

Industry	University / College
Specialization	General Service - Security / Protective Services
Role	OIC / DC

Renders day to day reports to the Campus's Chief Security Officer and furnishes copies of same to Agency headquarters.  
Exercise full operational and administrative control of all the units.  
Conduct unit inspection and institutes corrective measures on the spot for problems detected or brought to my attention.  
Proper handling of incidents including investigation and reports to be submitted to the Campus's Chief Security Officer and Agency headquarters.  
Assigning personnel to a post and checking attendance ensuring all security post are manned, daily inspection of personnel's physical appearances and dissemination of instructions from Campus's Chief Security Officer and Agency policies for proper implementation.

Oct 2018 – Sept 2019  
(1 year)

#### **Virtual Assistant**

Upwork Freelancer | Remote

Industry	Information Technology
Specialization	Technical & Helpdesk Support
Role	IT Support / Helpdesk

Carrying a high degree of technical knowledge and flexibility to use and learn software needed for the tasks. Hardworking, precise, and efficient, delivering high-quality results targeting the client's needs  
With more than 10 years of working in a corporate environment, I believed that my professional work experience, skills, and knowledge would make me a suitable candidate that can assist you with the highest quality of service so that you can maximize your time and productivity.

Link to my Upwork Profile:

<https://www.upwork.com/freelancers/~0106effa890b673ef6>

Sept 2016 – Oct 2018  
(2 years & 2 months)

#### **Security Officer**

Costa Del Hamilo Inc., | Calabarzon

Industry	Estate Management
Specialization	Security / Protective Services
Role	Shift in Charge / Security Officer

Oversees the responsibilities and duties of all security posts and assists the Detachment Commander in performing his daily tasks. Manages the day-to-day manning schedule, and works on Daily and Monthly Summary Reports submitted to the Security Manager.

Oct 2013 – July 2016  
(2 years & 10 months)

### **IT Administrator**

Canyon Woods Resort Club | Calabarzon

Industry	Hotel / Hospitality
Specialization	Network, System, and Database Administrator
Role	System Administrator

As an IT Administrator, my responsibilities are maintaining the overall data and network reliability of The Peak Hotel system ensuring that all functions are working round the clock, and responding to any emergencies relating to IT.

I have also finished two major projects during my time at the company; the Fire Detection and Alarm System or FDAS of The Peak Hotel, and Wireless Backhaul for the Golf club building that extends 2kms away from the termination point.

My duty extends to DVR and Camera maintenance of the CCTV System, Trunklines monitoring, and coordination with the provider for possible solutions during downtimes. Reprogramming and maintaining the electronic control unit of the locksets for the Hotel.

Jan 2011 – Dec 2011  
(1 year)1220

### **Computer and Network Technician**

Computer Services and Photo Editing | Tarlac

Industry	Internet Café
Specialization	Computer Technician / Hardware
Role	Software/Hardware Installation and maintenance

Layout, deployed, and configured network interfaces and structured cabling. Maintained the overall reliability of the system including LAN and WAN networks. Troubleshoot and repair computer damage or dysfunctions. Manages the café for further improvements and continues profit increase.

Jun 2008 – Apr 2010  
(1 year & 11 months)

### **District Computer Clerk**

DepEd – Penaranda District Office | Nueva Ecija

Industry	Education
Specialization	Non-Teaching Personnel / District Office Clerk
Role	Clerk / IT / software and hardware maintenance

Encodes and consolidates data, updates Plantilla, create personnel appointments, payrolls, school forms, school program design, in charge in computer maintenance and repair. Give advice on proper computer care and how to avoid computer virus. Decide what parts and peripherals when assembling or upgrading a computer.

Sep 2008 – Dec 2008  
(4 months)

### **Computer Literacy Program Instructor**

DepEd – Penaranda District Office ALS (Alternative Learning System)

Industry

Education

Specialization

IT / Computer Software and Hardware

Role

Instructor

Teach OSY (Out of School Youth) students in using MS office programs and other word processing alternatives. Explained the parts and interface compatibility and the basics of computer hardware., how to properly assemble, install programs and maintain a computer.

## **EDUCATION**

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2012

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

Bachelor's/College Degree in Computer Science/Information Technology

2006

### **AMA Computer Learning Center**

Vocational Diploma / Computer Science/Information Technology

## **SKILLS**

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Advanced &  
Intermediate

Microsoft Office, Computer Technician, Driving 2 and 4 wheeled vehicles  
Front-end development (HTML, CSS, JavaScript, Webpack, Babel, React, Git)  
Computer Networking (TCP/IP, Cisco IOS), Computer Networking (Structured Cabling), Photoshop, CCTV System, Web base applications, Sketchup

## **SEMINARS & TRAININGS**

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### **FRONT-END DEVELOPER**

#### **HTML AND CSS**

Udemy | CodewithMosh

#### **FRONT-END JAVASCRIPT**

Udemy | The Net Ninja

#### **FIREBASE 9**

The Net Ninja

#### **WEBPACK**

The Net Ninja

REACT  
The Net Ninja

RESPONSIVE WEB DESIGN CERTIFICATION  
freeCodeCamp

VIRTUAL ASSISTANT BOOTCAMP  
VA Bootcamp.ph | Json Dulay

## SECURITY PROFESSIONAL

CSP (CERTIFIED SECURITY PROFESSIONAL)  
PSIS (Philippine Society for Industrial Security International Inc.,)  
July 27, 2019

BOSH SO2 (BASIC OCCUPATIONAL SAFETY AND HEALTH)  
PEME Consultancy Inc.,  
January 27, 2015

SECURITY ENHANCEMENT SEMINAR – INVESTIGATION  
Semper Fidelis Security Training Institute  
July 8, 2017

SUBSTANCE AND DRUG DEPENDENCE SEMINAR  
Semper Fidelis Security Training Institute  
April 2, 2017

CUSTOMER SERVICE AND ACCESS CONTROL SEMINAR  
Semper Fidelis Security Training Institute  
February 25, 2017

BOMB THREAT AWARENESS SEMINAR  
Hamilo Coast Security and Safety Group  
January 12, 2017

## ABOUT ME

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Gender	Male
Age	38 years old
Address	Brgy. Pantalan, Nsugbu, Batangas – 4231 Calabarzon.,

Eduardo M. Rojas Jr.  
Applicant