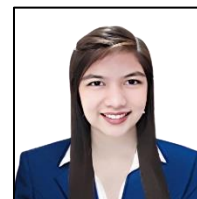


RHONDA ANNA R. RADA

IT PROFESSIONAL

0956-785-0859 | radarhondaanna0030@gmail.com | Sampaloc, Manila, Philippines



Eager and ambitious Information Technology graduate with a strong foundation in database administration, SQL programming, and IT support. Experienced in managing Microsoft SQL Server, PostgreSQL, and troubleshooting technical issues. Passionate about optimizing data management and IT processes, with a keen interest in system administration. Seeking an IT role to apply my skills and continue learning in a dynamic environment.

EDUCATION

- **Bachelor of Science in Information Technology**
Our Lady of Lourdes College Foundation
Daet, Camarines Norte
(2019-2023)
- **TVL – 1 Computer Systems Servicing**
Jose Panganiban National High School
Jose Panganiban, Camarines Norte
(2017-2019)

ACHIEVEMENTS

- **Outstanding Student in Information Technology**
- **Best in Industry Practicum**
- **Best in Terminal Project**
Our Lady of Lourdes College Foundation (June 2023)
- **With Honors**
Jose Panganiban National High School
(April 2019)

CERTIFICATES

- **MS SQL Server: Learn MS SQL Server from Scratch**
Udemy | Oak Academy
(August 2024)
- **SQL (Basic)**
HackerRank | Assessment
(July 2024)
- **SQL Programming Basics**
Udemy | Global Academy
(August 2024)
- **The Complete SQL Bootcamp: Go from Zero to Hero**
Udemy | Pierian Training | PostgreSQL
(July 2024)

EXPERIENCE

Accounting Officer | Macro8 IT Solutions OPC

October 2023 – Present

- **Technical Support:** Offered basic hardware and software troubleshooting assistance to colleagues, resolving technical issues promptly to minimize disruptions to productivity.
- **Administrative Support:** Provided Comprehensive administrative support by organizing files, maintaining documentation, and streamlining processes to enhance operational efficiency.
- **Data Management:** Utilized advanced excel skills to organized and analyzed data.
- **Identification Management:** Managed ID layout and creation for employees, ensuring compliance with security protocols and organizational Standards.
- **Attendance Monitoring:** Monitored the daily attendance of consultants in DevOps, ensuring accurate records and reporting discrepancies as needed.
- **Report Generation:** Produced Comprehensive reports on financial activities, employees, expenses and other pertinent metrics to aid in decision-making processes.
- **Regulatory Compliance:** Processed essential business permits and certifications, including Fire Safety Certification, Locational Clearance, and other regulatory requirements.
- **Payroll Administration:** Oversaw the payroll process for consultants, ensuring accurate and timely compensation in compliance with relevant regulations and contracts.

- **Financial Records Management:** Proficiently encoded expenses and financial data into QuickBooks, maintaining meticulous records for budgeting and financial reporting purposes.
 - **Cash Management:** Conducted regular cash deposits at the bank, ensuring accurate recording and reconciliation of financial transaction.
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Internship | Database Administrator | Amelco Desiccants Inc.

March – June 2023 (350 hours)

- Developed SQL queries to generate reports and analyze financial data.
 - Created and maintained tables, queries, reports and forms in Microsoft Access.
 - Collaborated with the web development team, providing database insights to improve website functionality.
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Work Immersion | Administrative Assistant | Capitol of Camarines Norte

January – February 2019 (240 hours)

- **Data Encoding:** Proficiently encoded data related to scholarship beneficiaries, ensuring accuracy and completeness in documentation.
 - **File Documentation:** Implemented Systematic file organization methods to streamline access to scholarship requirements and beneficiary records, facilitating efficient retrieval and management of information.
 - **Assistance in Financial Assistance Distribution:** Provided valuable support during fieldwork, accompanying the team to various municipalities to distribute student financial assistance on behalf of the government. This involved assisting beneficiaries, coordinating logistics, and ensuring smooth operations during the distribution process.
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TECHNICAL SKILLS

- **SQL Development:** MSSQL, PostgreSQL (queries, indexing, stored procedures)
 - **Database Management:** Microsoft SQL Server, PostgreSQL, Microsoft Access
 - **IT Support & Troubleshooting:** Hardware/software troubleshooting, network basics
 - **Software & Hardware Installation:** Installing and configuring software applications, system updates, and hardware peripherals
 - **Web Technologies:** HTML, CSS, WordPress
 - **Cloud & Collaboration Tools:** Google Workspace, Microsoft Office
 - **Report Generation:** Data visualization using Excel (Pivot Tables, VLOOKUP, Power Query)
 - **Financial Systems:** QuickBooks for financial data entry and reconciliation
 - **Networking Basics:** LAN/WAN setup, IP configuration, basic firewall troubleshooting
 - **Data Encoding & Processing:** Efficient handling of structured/unstructured data in various formats
 - **Software:** QuickBooks, Adobe Photoshop, Canva
 - **Version Control:** Basic understanding of Git and GitHub for collaborative projects
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SOFT SKILLS

- Attention to Detail
 - Reliable and Goal Oriented
 - Dedicated and Committed
 - Self-Motivated
 - Hardworking
 - Written Communication
 - Resourceful and Adaptable
 - Exceptional Interpersonal Skills
 - Quick Learner
 - Work Ethic
 - Trustworthy
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CHARACTER REFERENCES

- Available upon request