

SAN GASPAR, RITCHIE JOHN S.

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OBJECTIVE

A detailed and goal oriented, reliable, and dedicated individual seeking a position at any company that I will work with. To maneuver my experience and expertise, as well as developing my knowledge and skills to the innovative progress that I will go across to help me fulfill and establish my goals as I am performing my duties and responsibilities in the company.

Experience

Internship – Government Office (Office of the Mayor)

Q3QF+2HR, San Jose Del Monte Bulacan, Philippines

- Internship experiences include encoding, clerical task, sorting of document, collecting information and installing applications.

Foundever

Ground Floor e-Life Digital Zone, Eton Cyberpod - Ortigas (Corinthian), Ortigas Avenue cor. EDSA, Quezon City, 1110 Metro Manila

- At Foundever, I work as a Technical Support Representative specializing in home appliance products. As part of my duties, I assist clients over the phone with technical problems often related to audio systems and televisions. To solve their issues, I carefully guide clients through investigation and troubleshooting procedures while attentively recording every exchange in our internal database to preserve an open history and support efficient handling of cases.

Hier Business Solution, Inc.

Unit 3A, 3B, 3C, Ace Building, University Heights, San Jose Del Monte, Bulacan

- As a Technical Support Representative at Hier Business Solution, Incorporated is centered on empowering clients to master our payroll system. I provide comprehensive support, guiding them through the system's features, answering their questions, and promptly resolving any discrepancies. My goal is to ensure every client is fully equipped to leverage our solution for their business needs.

EDUCATIONAL BACKGROUND

Colegio De San Gabriel Arcangel

Bachelor of Science in Computer Engineering

- CHED Private Education Student Financial Assistance (PESFA) Scholar (2019 – 2023)
- Dean's Lister 2nd Sem. 2020 – 2021

CHARACTER REFERENCES

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