



Ronson Rey Palapar

Virtual Assistant

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EDUCATION

BS Information Technology
Central Mindanao University
2014-2019

HIGH SCHOOL
Centrl Bukidnon Institute
2010-2014

ELEMENTARY
BUKLA SDA Elementary School
2004-2010

SKILLS

- Graphics Editing
- Microsoft and Google Office Proficient
- Product Researcher
- Web Developer

WORK EXPERIENCE

Computer Operator I 2022-Present
DOH DRUG ABUSE TREATMENT AND REHABILITATION CENTER

- Perform routine procedures utilizing various machines including sorters, interpreters, reproducing machines and computers.
- Perform related clerical duties.
- Initialize terminals for each problem and operate terminals in accordance with operating instructions.
- Maintains neat, orderly equipment area.
- Assist with control and retrieval of tapes and disks.

IT Instructor 2017 - 2019
STI College Malaybalay

- Ensure students have access to all facilities and opportunities while offering suitable coaching and guidance to promote their well-being.
- Support students by providing accurate information and timely feedback on their homework and projects, taking into account their individual progress.
- Keep and regularly update records to ensure outstanding academic performance is maintained.

Technical Staff 2021 - 2022
Esther Hospital

- Installing, configuring, and maintaining computer hardware, software, and peripherals.
- Troubleshooting and resolving technical issues related to computer systems, networks, and software applications.
- Providing technical support and assistance to end-users, both in person and remotely.
- Setting up and managing user accounts, permissions, and security settings.
- Conducting regular maintenance tasks, such as system updates, backups, and security patches.
- Assisting with the procurement and inventory management of IT equipment and software.

Media Streaming Operator 2020-Present
Hope Channel Bukidnon

- Volunteer Media Streaming Operator at Hope Channel Bukidnon
- Facilitates live streaming on facebook and youtube.
- Facilitates Studio setup and backdrop

REFERENCES

Dr. Vincent Mari Angelo Laguardia
DOH DATRC Bukidnon CHPO

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