



# ROSEMAR MEDINA

📍 #45 Saint Therese St. Zone 3B Plaza  
Onse Central Signal Village Taguig City,  
Metro Manila, 1630, Philippines

☎ 09162486135

✉ medinarosemar@gmail.com

## ABOUT ME

- Strongly focused on the ability to complete tasks accurately in a fast-paced environment with conflicting deadlines.
- Driven to achieve the best results for the job given.
- Dedicated and hardworking.
- Willing to learn for my improvement and to make better outputs for the company.

## SKILLS

- Microsoft Office Applications
- Adobe Photoshop
- HTML
- CSS
- JAVASCRIPT
- MYSQL
- PHP
- Network Management
- Android Studio

## Portfolio

- <https://github.com/rosearmedina>
- <https://www.frontendmentor.io/profile/rosearmedina>
- <https://codepen.io/rosearmedina>
- <https://rosearmedina.netlify.app/>

## Character Reference

- Dr. Belinda Bunag  
Professor at Rizal Technological University  
bbunag777@gmail.com
- Rafael Munda  
Systems Administrator at Toyota Financial  
Rafael.munda@toyotafinancial.ph

## WORK EXPERIENCE

**RCBC Bankard**  
Robinsons Equitable Tower,  
Ortigas Center, Pasig City  
Jun 2017 - Aug 2017

### IT Operations Division/Data Center - Intern

Duties and Responsibilities

- Hourly record of data from spend alert system and monitoring if the system is executing well.
- Reports to technical specialist for data operations if error or suspected issues occur on the programs.
- Encodes daily mainframe/host server and daily file records of user interface upload files and reports.
- Restoring and extracting files from media tapes on the previous months and years for inventory.
- Records data files management.
- Picking up telephone calls and assists the user by relating their concerns to the supervisor about their query.
- Installing applications, fixing some computer and telephone issues and assembling system units.

**Buildnet Construction Inc.**  
153 EDSA-Shaw Underpass,  
Mandaluyong City  
Jan 2018 - Mar 2018

### IT Department/Technical Support - Intern

Duties and Responsibilities

- Making of potential company logo using photoshop.
- Installing applications, fixing computers, xerox machine and telephone issues and assembling system units.

**Sunlife Financial Philippines**  
Sun Life Center, 5th Avenue,  
Rizal Drive, Bonifacio  
Global City, Taguig City  
Apr 2019 - Jul 2019

### IT Enterprise Infrastructure/Audit Coordination - Intern

Duties and Responsibilities

- Assist in collecting of evidences required for each agreed control from Risk Control Matrix.
- Collate all the evidences timely from the POC
- Summarize collected evidences according to the control requirement for analysis.
- Update the running file on the discussions made during the meeting
- Evaluate consistency of evidences provided:
  - o Across service teams
  - o Documentations vs. evidences

## EDUCATIONAL BACKGROUND

**Rizal Technological University**  
Boni Avenue, Mandaluyong City  
2015-2020

### Bachelor of Science in Information and Communications Technology

LANI Scholarship

5<sup>th</sup> Year, 2<sup>nd</sup> Semester Deans Lister