



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>

Character Reference

- Dr. Belinda Bunag
Professor at Rizal Technological University
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- Rafael Munda
Systems Administrator at Toyota Financial
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ROSEMAR MEDINA

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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

5th Year, 2nd Semester Deans Lister