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/rosemarmedina
- https://www.frontendmentor.io/profile/rosemarmedina
- https://codepen.io/rosemarmedina
- https://keen-hypatia-ba4d2a.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

5th Year, 2nd Semester Deans Lister