

Rymark S. Recaplaza

Contact Information (San Jose, Antique | recaplaza.rymark@gmail.com | 09661570280 | rymarksr.netlify.app)

EDUCATION/TRAINING

Bachelor of Science in Computer Engineering

University of Antique (2019 – 2023)

Sibalom, Antique

- Dean's Lister (1st Semester AY 2022-2023)
- Awarded Best Research Paper

COMPUTER SKILLS

Languages: Python, C++, HTML, CSS, Bootstrap Framework, Django

Technologies/Environment: Windows, Linux

Applications: Visual Studio Code, PyCharm, Sublime Text, Dev-C++, Google Colab, GIT

Hardware: Raspberry Pi, Arduino Uno, Desktop and Laptop Computers

PROFESSIONAL INTERNSHIPS

On-the-Job-Training, Information and Communication Technology Unit (ICTU) at the Department of Public Works and Highways – Antique District Engineering Office (DPWH-Antique DEO)

July 2022 – August 2022

San Jose, Antique

- Managed and performed maintenance on network infrastructure, desktops, printers, power supplies, servers, and other computer equipment.
- Conducted inventory of all hardware, telecom equipment, networks, and software.
- Provided solutions and information for inquiries.

WORK EXPERIENCE

General Admin Virtual Assistant, eVA Business Process Outsourcing

May 2024 – Present

San Jose, Antique

- Administered KEAP CRM for client management.
- Maintained WordPress website and created web content.
- Managed social media accounts and engagement.
- Administered HelpScout support ticket platform and Google Analytics.
- Lead generation (LinkedIn, Facebook, Instagram).

Data Annotator, Linguo Go

September 2023 – April 2024 (Remote)

- Evaluated differences between responses to prompts, assessing for harmlessness, honesty, and helpfulness.
- Rated responses on a scale of 1 to 7 based on overall quality.

TikTok Subtitlist, Linguo Go

June 2021 – October 2021 (Remote)

- Transcribed and ensured quality assurance for subtitles on TikTok videos.

Part-time Virtual Assistant, FeedProtector

June 2021 – October 2021 (Remote)

- Provided feedback to clients on ads and E-Commerce stores on Facebook.
- Managed social media accounts and content.

Summer Job, Provincial Sports and Development Office (PSDO)

April, 2019 – June, 2019

San Jose, Antique

- Managed scheduling for clients' sports activities.
- Maintained equipment and facilities, assisting clients with sports equipment needs.

Work Immersion, Environment and Natural Resources Office (ENRO)

November 2018 – December 2018

San Jose, Antique

- Checked and provided quarry tickets at quarry sites in Sibalom, Antique.
- Gathered data on total quarries accumulated.

SPECIAL SKILLS

- Social Media Content Specialist
- Social Media Management (Tiktok, Facebook, Instagram, LinkedIn)
- Graphic design (Canva, Photoshop)
- Video Editing (Adobe PremierePro, Capcut)
- Google applications
- MS Office
- Data Entry
- General Admin tasks

RELEVANT PROJECTS/RESEARCH PROJECTS

AutoTrashBin: Automatic Wastes Management System with the Aid of Computer Vision

July 2023

- Developed a device-wheeled bin with four internal partitions that uses a camera to classify waste as Biodegradable, Recyclable, Residual, or Special Waste.

Role: Programmer and System Developer

Technologies Used: OpenCV, Python, C++, Raspberry Pi, Arduino Uno, NumPy

CHARACTER REFERENCES

Character References	Company/Position	Contact Number
Cheryl Tatoy	eVA Business Process Outsourcing, HR Officer	0917 718 3352
Joseph Sarmiento	Antique Provincial Information Office, Contract Administrative Aide II	0995 540 6871
Sammy Militante, PCpE	University Of Antique, UA BSCPE Program Head	0909 971 8873

AFFIRMATION OF STATEMENT

I hereby affirm that the information contained in in this resume is true to the best of my knowledge and conscience.

Rymark S. Recaplaza

Applicant