

# Rymark S. Recaplaza

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## 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, MS Office, Sublime Text, Dev-C++, Photoshop, Canva, Google Colab

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