



Randy P. Boadilla

CONTACT ME

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📍 Empire Hilltop, Payatas B,
Quezon City

EDUCATION

**St. Dominic Institute - Fairview
(2015-2019)**

Bachelor of Science in Information
Technology, *Dean's Lister*

**Justice Cecilia Munoz Palma High
School (2010-2014)**

SKILLS

- Proficient in troubleshooting and resolving technical issues.
- Strong knowledge of computer hardware, software, and operating systems.
- Excellent customer service and interpersonal skills.
- Ability to communicate technical information to non-technical users effectively.
- Experience with remote desktop support tools and techniques.
- Experience in diagnosing and resolving hardware and software-related problems.

PROFILE

A dedicated and highly skilled Computer Technician with 5 years of experience in diagnosing, repairing, and maintaining a wide range of computer hardware and software systems. Detail-oriented and safety-focused Quality Assurance professional with hands-on experience in inspecting and maintaining swimming pool standards. Adept at documenting inspection results, analyzing trends, and maintaining accurate records using Google Sheets.

PORTFOLIO

<https://shiroedyl.github.io/Me/>

WORK EXPERIENCE

Quality Assurance (Freelance)

December 2024 - Present

CKPOOLS - Skimmers / Poolbrain

- Inspect pool water for discoloration (green or cloudy water) indicating algae growth or chemical imbalance.
- Check pump and filtration systems to ensure proper circulation and filtration efficiency.
- Share sheets with team members and update status fields in real-time.
- Input inspection results, chemical readings, and maintenance updates into Google Sheets.
- Maintain detailed records of inspections, testing results, and corrective actions.
- Review spreadsheets to ensure all required fields are filled correctly.
- Generate weekly/monthly reports from inspection logs or treatment schedules

Sales Associate/Computer Technician

October 2019 -
December 2024

GJAX Computer Trading

- Answering customer inquiries and resolving product issues.
- Arranging product displays to attract customer attention.
- Keeping track of product inventory and restocking shelves as needed.
- Identifying opportunities to upsell additional products or services.
- Demonstrating expertise in photo editing for product posting and advertisement in Social Media.
- Consistently working to meet or exceed assigned sales targets and quotas.
- Performing basic computer hardware repairs, such as replacing components (e.g., RAM, Storage, GPU, etc..).
- Arranging for more complex repairs through authorized service providers.
- Assisting customers with software-related problems, including operating system issues and software installations.
- Providing guidance on updating or upgrading software.

WORK EXPERIENCE

OJT Trainee, Technical Support

July 2018 - October 2018

DENR, Central Office

- Basic troubleshooting of Computer Hardware
- Assisting end-users with network-related issues, including connectivity problems, VPN setup, and Wi-Fi access.
- Providing guidance on connecting devices to the network.
- Diagnosing and resolving network connectivity issues, including hardware and software problems.
- Investigating and fixing network outages or disruptions.

CERTIFICATIONS EARNED

Certificate of Completion on Programming Foundations with JavaScript, HTML and CSS (Coursera Course) - 2024 <https://coursera.org/verify/ZA4UC741VKOF>

Professional references available upon request.