



# LORENCE DALUMPINES LAUDENIO

## about

Possesses a thorough knowledge of computer hardware and software applications. Has a Bachelor’s Degree in Information Technology. Love’s to code and spreadsheet formula. Has knowledge in OS installation and basic PC troubleshooting.

## contact



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Ponsaran St., Poblacion Norte, Sigma, Capiz

### EDUCATION

**B.S. INFORMATION TECHNOLOGY**  
Occidental Mindoro State College  
(2010)  
San Jose, Occidental Mindoro

**CALINTAAN NATIONAL HIGH SCHOOL**  
(2011)  
Calintaan, Occidental Mindoro

### SKILLS

Microsoft VB6, HTML, PHP,  
Laravel, Bootstrap

Microsoft Access, SQL, JavaScript  
GIMP, Blender 3D

Microsoft Office

Windows XP, 7, 10, Linux

### CERTIFICATIONS

**Orientation Come Online Encoding and Submission of the Revised Basic Education Information System (BEIS) Data** (2012)

**Internet Services and Basic on Web Browsing in the INFOTRENDS** (2008)

**Fundamentals of 3D Animation in the INFOTRENDS** (2008)

## professional experience

2020 - Present

ON-SITE IT SUPPORT / *ML Identification Technologies Inc. / Quezon City*

- Set-up, power-up, software installation and configuration, and connectivity to network of the supplied computer hardware and devices.
- Set-up, power-up, configuration, and monitoring of network.
- Perform first level troubleshooting of supplied printers, computer hardware and devices, and network infrastructure.
- Perform first level troubleshooting of internal user's connectivity to the network.
- Perform system handholding to District Office's internal users and stakeholders.

2018 - 2020

ENCODER / VENDOR COORDINATOR / *Miescor Logistics, Inc. / Pasig City*

- Encoding of Reconnection and Disconnection Field orders.

2016 - 2017

DATA ENTRY ASSOCIATE / *Datascope Communication (Phils.), Inc / Makati City*

- Analyzing and encodes legal documents.
- Enter/inputs data as needed in the data entry template.
- Performs his/her own quality checks in accordance with established procedures (to be aware of the prompts or pop-ups and see to it that the message flagged is understood before proceeding to the next field)

2014 - 2015

DATA LIFTER / *Imagenet Philippines, Inc. / Makati City*

- Enter/inputs data as needed in the customized data entry template application for HCFA forms.
- Verifies data as produced or extracted by OCR against the record and make the necessary correction/s (as may be needed).
- Performs his/her own quality checks in accordance with established procedures (to be aware of the prompts or pop-ups and see to it that the message flagged is understood before proceeding to the next field)
- Responsible for meeting or exceeding Productivity and Quality Assurance standards
- To raise queries to his/her TL whenever in doubt or encounters problem in data lifting

2013

ORDER MANAGEMENT STAFF / *Information Professionals, Inc. / Quezon City*

- Processes/encodes applications received from acquisition channels (Centers and Sales).
- Executes timely encoding of applications and service modifications.
- Accurately encodes account and service details.
- Processes service modification requests and tags order details.
- Coordinates with units in producing customer orders.
- Implements order management processes.
- Conducts initial post review on closed order applications prior transmittal to Credit.
- Performs UAT for special projects.
- Participates in sales blitzes and local marketing – acquisition activities.