OWEN S. PAREDES

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SUMMARY

Computer Engineering graduate with hands-on experience in PHP, JavaScript, and MySQL. Skilled in web development, IT support, and systems maintenance. Adept at troubleshooting, problem-solving, and adapting to fast-paced environments. Eager to apply technical knowledge and grow in a dynamic, tech-driven organization.

WORK EXPERIENCE

IT and Data Management Analyst, SGA — January 2026 - Present

- Manage, maintain, and optimize IT systems, databases, and data platforms to ensure availability, performance, and security.
- Collect, clean, validate, and analyze data from multiple sources to produce actionable insights and reports.
- Develop and maintain dashboards, MIS reports, and data visualizations for management and stakeholders.
- Implement data management standards, policies, and controls to ensure data integrity, confidentiality, and compliance.
- Support system enhancements, automation initiatives, and process improvements aligned with business needs.
- Troubleshoot IT and data-related issues, coordinating with vendors or internal teams as needed.
- Provide user support, documentation, and navigation on systems and tools.
- Monitor system performance, data quality metrics, and security risks; recommend corrective actions.
- Process, create reports, and monitor agency persistency.
- Support the multimedia and creatives associate, recruitment team, and agency leaders on data collateral assets.
- Prepare and submit reports to the Agency Partner and Business Process Consultant while supporting evolving business needs.

IT Support Specialist, Rural Bank of Lucban (Quezon), Inc. — March 2025 - December 2025

- Monitored and maintained core banking systems, networks, and IT infrastructure to ensure smooth branch operations and regulatory compliance.
- Provided technical support, managed data records, assisted with backups, system updates, and security measures to maintain reliable and secure operations.

Student Intern - Web Development, iBuild.PH Web Services and Solution — February 2024- April 2024

- Designed and developed websites using HTML, CSS, WordPress, and Drupal CMS.
- Assisted in digital marketing projects with focus on SEO and analytics.
- Learned basics of Linux and SSH protocol for secure web management.
- Collaborated in team-based projects, ensuring responsive and user-friendly web design.

TECHNICAL SKILLS

- Programming Languages: Java, C++, Python, PHP, JavaScript
- Web Technologies: HTML, CSS, MySQL, WordPress, Drupal
- Operating Systems: Linux, Windows
- Other Skills: Electronics breadboarding, Soldering, SEO, Network Configuration, CCTV Monitoring, Basic Research, Driving (Non-professional License)
- Soft Skills: Communication, Time Management, Critical Thinking, Team Collaboration

EDUCATION — 2020 - 2024

Bachelor of Science in Computer Engineering
Southern Luzon State University │ Lucban, Quezon Province

DECLARATION

I hereby declare that the information provided is true and correct to the best of my knowledge and belief.

Owen S. Paredes