OREINZ KASILAG

HR ADMINISTRATIVE ASSISTANT WITH IT SUPPORT
RESPONSIBILITIES

CONTACTS

+971564361352

oreinzkasilag@gmail.com

Opposite KM Mart, Navy Gate,
Alsaqer Bldg., Abu Dhabi,
United Arab Emirates

SKILLS

- Good Communicator
- Stakeholder Liason
- Team Collaborator
- Employee Support
- Attention to detail
- Microsoft 365
- Adobe Illustrator/Adobe Photoshop
- PHP, JavaScript and Python
- HTML/CSS
- MySQL, Oracle and SQLite
- GitHub for version control and collaboration
- Planning and development phases (SDLC)
- Maintaining detailed reports
- Using Crow's Foot and UML diagrams

LINKS

LinkedIn:
linkedin.com/in/oreinz-kasil
ag-822a45312

ABOUT ME

A skilled IT graduate with 4 years of combined expertise in Web Development and administration, I am eager to bring my foundational administrative experience to innovative projects in a dynamic work environment. I am dedicated to continuously enhancing my technical skills and thriving on new challenges. Excited about the opportunity to join your team and contribute towards achieving your goals.

WORK EXPERIENCE

HR Admin Assistant/Payroll Admin, Grace Lodge Nursing Home, Singapore
Sep 2019 - Jul 2023

- **Employee Communications:** Proficient in managing internal communications and fostering effective employee engagement.
- **Contract Signing:** Experienced in handling employee contracts, ensuring compliance with legal and company standards.
- **Payroll and Administrative Management:** Skilled in overseeing payroll processes and managing administrative tasks efficiently.
- **Healthcare System Management:** Knowledgeable in managing employee healthcare benefits and systems.
- **IT Infrastructure:** Experienced in maintaining and supporting IT infrastructure, ensuring seamless operations.
- **Inventory Management:** Proficient in managing inventory systems, optimizing stock levels, and reducing costs.
- **Web Development and IT Support:** Skilled in web development and providing comprehensive IT support to staff.

Junior Web Developer Intern, New Media Services Ptd. Ltd.
Jun 2018 - Aug 2018

Graphic Design: Design and Development.

EDUCATION

Graduate Certificate in Information System, Curtin University, Bentley, Western Australia
2023

Programming (Python):

- Mastery of Python fundamentals.
- Ability to create algorithms for data analysis.

System Development Lifecycle (SDLC):

- Experience leading a team.
- Developed and presented project plans.

Database:

- Leadership in creating database architecture.
- Hands-on experience in database design and management.

Networking Fundamentals:

- Understanding of WAN/LAN concepts.
- Practical knowledge of crimping and networking technology.

Degree in Bachelor of Science in Information Technology, Saint Louis University, Baguio City, Philippines
2019

- **Programming Languages:** Proficient in Python, Java, and C++.
- **Web Development:** Expertise in HTML, CSS, JavaScript, and responsive design.
- **Database Management:** Skilled in designing and managing relational databases.
- **Graphic Design:** Proficient in Adobe Creative Suite, including Photoshop and Illustrator.
- **Software Implementation:** Experienced in deploying and maintaining software solutions.
- **Excel Proficiency:** Advanced skills in data analysis, pivot tables, and automation.
- **IT Support:** Strong background in providing technical support and troubleshooting.
- **Project Documentation:** Expertise in creating comprehensive project plans, reports, and technical documentation.

LANGUAGES

- English
- Tagalog

COURSES

Certificate in Payroll Administration (CPA), Shari Academy
Aug 2021 - Nov 2021

HR Analytics Certificate - Using Analytics to Improve People Decisions, Singapore
Jun 2021 - Jun 2021

INTERNSHIP

Junior Web Developer Intern, New Media Services Ptd. Ltd., Baguio
Jun 2018 - Aug 2018

Graphic Design: Design and Development.