WORK EXPERIENCE

Dragon Edge Group Inc. (c/o CitrusWell Inc.)
February 10,2010 – April 21,2010
73 Scout Fernandez St. Corner Tomas Morato Ave. Brgy. Laging Handa, Quezon, City

Encoder – Accounting Department
- Data entry of sales invoices, delivery receipts, returned merchandise receipts & receiving reports
- Assisting treasury staff in balancing monthly sales

TRAININGS

Meralco (Pasig City, Main Office)
April 2004 – May 2004

Summer Job Training

IT/User Support Department (Repairs & Troubleshooting)
- Repair, troubleshooting & assembly of hardware
- Installation of software/applications (operating system, system utilities, etc.)
- Segregation of working from defective computer devices such as hard disks, floppy disk drives, power cables, etc.

Sta. Lucia East Grand Mall
Felix Ave. Corner Marcos Highway Cainta, Rizal 1900
May 14, 2008 – August 19, 2008

On-The-Job Training (School Requirement)

IT Department
- Assistance of IT staff in opening POS terminals in department store
- Accepting computer repairs from other departments
- Sending of concessionaire liquidations via electronic mail
- Data entry of department store concessionaires' information
- Data entry of cashier/checker database
- Generating sales from CyberPOS terminals in department store

SEMINARS

Linux Operation System (February 26, 2006)
University of the Philippines
Alumni Benitez Center

Diliman, Quezon City
- seminar about the features and basics of the Linux operating system

T3 - Tomorrow's Technology Today (March 27, 2007) (Organizer)
The BrickRoad-Sta. Lucia East, Cainta, Rizal
- seminar about modern graphics and animation

Who Am I? (Organizer)
Informatics International College, Cainta, Rizal
- seminar which deals with self-esteem and other psychological issues

Program Logic Formulation (April 29, 2002 – May 10, 2002)
Meralco Foundation Institute – Ortigas
- technical training program/certification training course in using the Turbo C programming language

Macromedia DreamWeaver (November 29, 2004 – December 18, 2004)
Meralco Foundation Institute – Ortigas
- technical training program/certification training course in HTML using Macromedia DreamWeaver

Macromedia Flash (November 20, 2004 – December 14, 2004)
Meralco Foundation Institute – Ortigas
- technical training program/certification training course in animation and graphics using Macromedia Flash

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EDUCATIONAL BACKGROUND

Informatics International College (*The BrickRoad, Cainta, Rizal)*
June 2005-May 2010
College Graduate (Bachelor of Science in Information Technology)

TECHNICAL SKILLS

- HTML/web page design & development using Adobe DreamWeaver
- Computer repairs & troubleshooting
- MS Office applications (Word, PowerPoint, Excel, Publisher, Access)
- Basic audio/video editing using Sony Vegas & SoundForge

EXTRA-CURRICULAR ACTIVITIES

- Production staff (JITS Phils. 2006-2007)
- Organization president (Student Club 4a Cause, June 2007-January 2008)
- School varsity basketball player/coach (Informatics International College, March 2007-November 2008)