

Andre Lorenzo T. Bitangjol
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OBJECTIVE

Perform at the peak of my abilities, apply my skills and knowledge to cater the best results possible and achieve higher customer satisfaction!

PROFESSIONAL EFFICIENCES

- Good communication skills both verbal and written.
- Fast learner, highly motivated, and dependable troubleshooter
- Efficient to build a good relationship, utilize skills of workforce.
- Excellent interpersonal skills and customer relation skills.

AREAS OF KNOWLEDGE

- Networking
- Computer Hardware Repair and Troubleshooting

EMPOYMENT HISTORY

Misty Fortune Purified Drinking Water

Employee 2011

Conveyed successful water refilling services and products of the Misty Fortune to the local residents of Palo, Leyte. In addition to that, I also performed as a cashier inside the store.

Philippine Health Insurance Corporation (PhilHealth)

Intern 2013 – 2014

Assisted Chairman of Human Resource Department with multimedia devices and projects, performed duties such as printing, file management, and several important tasks.

Freight Process Outsourcing Solutions Incorporated (FPOSI)

Biller Feb 2016 – May 2016

Performed tasks such as encoding and recording important freight for shipping goods from other countries.

LGU Palo

GPS Surveyor June 2016 – Sept 2016

Serving for the LGU of Palo, Leyte as a GPS surveyor has made me acquire the knowledge of operating a GPS device in providing a more accurate and precise depiction of the location of a given household.

Electrocomputer Data Systems (EDS)

Service Center Employee April 2017 – August 2017

The only authorized service center for laptops and printers available here in leyte have made me accustomed in operating and exploiting basic troubleshooting with said devices.

Eastern Visayas Regional Medical Center (EVRMC)

Medical Records Clerk November 2017 – December 31, 2020

With my experience of being able to work at one of the level 3 hospitals in the region has given me the tools and a mindset of prioritizing clients whether it may be doctors, nurses or the patients themselves of the documents they require from the department. It is the completeness and security of medical records are one of my top priorities.

EDUCATIONAL BACKGROUND

Don Vicente Quintero Memorial School (Primary)	2000 – 2003
Kapangian Central School (Primary)	2003 – 2006
Saint Mary’s Academy of Palo, Leyte (Secondary)	2006 – 2010
Leyte Normal University (Bachelor of Science in Information Technology)	2010 – 2016

SEMINARS ATTENDED

- **NETWORKING: Configuring the Future** held at ORC Building, Leyte Normal University, Tacloban City on January 21, 2015.
- **HARDWARE: You Dream It, We Build It 2015** held at 2nd Floor Conference Hall, Admin Building, Leyte Normal University, Tacloban City on January 10, 2015.
- **Robotics and Web Programming Festival 2013** held at Leyte Normal University and Robinsons Place Annex, Tacloban City on September 12, 2013.

CERTIFICATION

- TESDA NCII Computer Hardware Servicing (March 12, 2015)

REFERENCES

Eumels Creer

Palo, Leyte

LGU Palo, Leyte Employee

Zenaida Wenceslao

Brgy. 92 Apitong Crisostomo Subd. Tacloban City, Leyte

Brgy. Counselor at Brgy. 92 Apitong, Tacloban City

Emmanuel Corales Montilla

Palo, Leyte

Philippine Health Insurance Corporation Human Resources Chairman