

REYMOND V. MAHINLO

Searching for any opportunity to apply my skills in your good company especially in software and hardware related jobs.

Address : Brgy. Hibunawan, Baybay City, Leyte
Email : rmahinlo102293@gmail.com
Cell Number : +639914363559



Personal Particular

Age	: 31	Nationality	: Filipino
Gender	: Male	Status	: Single
Date of Birth	: October 22, 1993	Religion	: Roman Catholic
Place of Birth	: Baybay City, Leyte	Lang. Spoken	: Filipino, English, Cebuano

Experience

On-call Technician

2016

- Troubleshoot Laptop/Desktop/Mobile Phones Software and Hardware Repairs
- Installation of Software's
- Format Laptop/Desktop/Mobile Phones

IT Support Staff

L'Asuncion Hotel Baybay City, Leyte

August 2024 – December 2024

- Responsible in Monitoring the Network and Equipment's (Desktop/Laptop) inside the Hotel.
- Installation, Monitoring and Troubleshooting of CCTV in the Hotel.
- Responsible for Room Internet and Door Lock Management System.
- IT Support/Sound Operator for Events/Functions inside the Hotel.

Scanner Operator

Visayas State University, Library (UBIX Digitization of Books)

February 2024 – April 2024

- Scanning Books to be upload in the VSU Library system.
- Sorting and Naming Books to be upload.

Scanner Operator

Visayas State University, Library (DOST Digitization of Books)

July 2023 – November 2023

- Scanning Books to be upload in the DOST Library system.
- Sorting and Naming Books to be upload.

Appointment Setter/ Cold Caller/Data Entry

RentOwn.net Company (Work from Home)

April 2021 – February 2023

- Calling Leads that meet the aforementioned requirements and engaging them in order to qualify them for sales.
- Inputting data in the system for verification.

Ventures link Transmission Support Technician
Philippine National Election Day
May 9, 2022

- Provide assistance to the Smartmatic Assign Head Technician.
- Transmitting election data to the main server.
- Election Day 2022

Lead Generation Data Specialist/CRM System Management
First Innovate Solutions BPO, Baybay City, Leyte, ADMIN
March 2020 – December 2020

- Calling Leads that meet the aforementioned requirements and engaging them in order to qualify them for sales.
- Researching Leads that meet the aforementioned requirements and engaging them in order to qualify them for sales.
- Sorting, Editing and uploading the leads to the system.
- Manage the system.

Internet Café Attendant
Renzo Cybernet Café, Baybay City, Leyte.
May 2018 – May 2019

- Provide Assistance to the costumers
- Troubleshooting Computers
- Networking

Smartmatic Philippines Vote Counting Machine Technician
Ventures link Smartmatic
Philippine National Election Day
May 9, 2016

- Troubleshooting the VCM on Election Day
- Provide assistance to the voters
- Transmitting data to the main system

Internship Summary

BAYBAY NATIONAL HIGH SCHOOL COMPUTER TECHNICIAN
December 2017 – April 2018

Position Title (level) :

- School Computer Technician
(Hardware and Software)

Obtained:

- Certificate of Internship Completion
- Diploma of Bachelors of Science in Information Technology

Personal Skills

- Customer and Service Oriented
- Virtual Assistant
- Microsoft Office Proficiency
- Good Communication Skills
- CCTV Troubleshoot, Install and Repairs
- Can do Multitasking and Hardworking
- Data Entry
- Flexible
- Troubleshooting

Educational Background

Elementary: 2001 - 2006

Franciscan College of the Immaculate Conception
A. Bonifacio St. Baybay City, Leyte

High School: 2006 – 2009

Franciscan College of the Immaculate Conception
A. Bonifacio St. Baybay City, Leyte

Alternative Learning System Passer October 2010

College: 2014 – 2018

Franciscan College of the Immaculate Conception
A. Bonifacio St. Baybay City, Leyte

Course:

Bachelor of Science in Information Technology


Capstone: *School Statement of Account Online Mobile Application*

Achievement

Certificate of Completion in Computer Literacy

Baybay City Senior High School
May – October 2017

I hereby attest that the information stated above with the best of my knowledge and belief, true and correct.


REYMOND V. MAHINLO