



JOSEPH MARLON O. SANTIAGO

ABOUT ME

I earned a college degree and I am seeking the opportunity to be a part of excellence institution as well as apply and implement my knowledge and skills learned to make a contribution to an organization. I had some practical experiences during my college and my work experience acquainted with a range of skills that would allow me to blend with an institution.

EDUCATION

Bachelor of Science in Information Technology

Eastern Visayas State University -
Ormoc City Campus
2013-2017


SKILLS


Computer Literate	<div></div>
Photo Editing	<div></div>
Computer Troubleshooting	<div></div>
Computer Encoding	<div></div>
Timekeeper	<div></div>
Multitasking	<div></div>

LANGUAGE

- English
- Bisaya
- Tagalog

 09359708162

 jm.santiago.030608@gmail.com

 Block 23 Lot 26, Villa Theresa Subdivision, Brgy. San Isidro,
Ormoc City, Leyte

EXPERIENCE

I.T. STAFF / H.R. OFFICER

2021 - PRESENT

Peñaranda Birthing Center - Ormoc City

- Responsible in Encoding and Transmitting Philhealth claims.
- Responsible in Encoding Certificate of Live Birth in the Facility.
- Assists in processing of payment of employee benefits.
- Administers preparation, updating and computations of payslips.
- Responsible in making and uploading the payroll.
- Assists in the management and maintenance of 201 files.
- Assists in the performance of administrative function such as management of supplies and secretariat roles during meeting.
- Responsible for the maintenance of Computer, Printer, CCTV and any other machine in the Facility.

I.T. SPECIALIST

2019 - 2020

LAV Call Center Services - Ormoc City

- Responsible in performing administrative and technical tasks.
- Responsible in Monitoring inbound and outbound calls of our agents.
- Responsible in the maintenance of the Computer Hardware and Software System.
- Responsible in maintaining Internet and Computer Networks.

SALES TECHNICIAN

2017- 2019

Silicon Valley Computer Group - Ormoc City

- Responsible in Installing System and Software for Computer/Laptop.
- Setup and Troubleshoot Computer/Laptop and Printer.
- Monitoring/Checking Store Stocks.
- Computer/Laptop and Printer repairing and troubleshooting.

REFERENCES

Dr. Ida P. Mascariñas
Physician

Phone: 09209515984

Atty. Mariano R. Santiago
Retired LTO Chief / Attorney

Phone: 09178063982