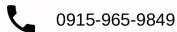


CHARITY **LEQUIN**

IT PROFESSIONAL & CAD OPERATOR

Contact







⇔ Skills

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Data Management & Security

Graphic Design

Technical Troubleshooting

Multitasking and Organization

Network Administration

Problem Solving

Web and Software Development



About Me

A motivated and adaptable professional with a strong commitment to excellence, I possess a proven track record of quickly learning and excelling in dynamic environments. With effective organizational excellent time management, and a collaborative mindset, I work seamlessly with teams to deliver optimal results. adaptability ensures I thrive in circumstances, while my dedication to continuous learning enhances my contributions.

Education

Bachelor's Degree in Computer Engineering 2014-2019

- Biliran Province State University
- Bachelor's Degree in Computer Technology
 2014-2018
- Biliran Province State University
- Associate in Computer Technology
 2014-2017
- Biliran Province State University

Work Experience

Ardines Surveying & Consultancy 2021-Present

IT Administrator and AutoCAD Operator

- Maintain and optimize computer systems to ensure consistent and efficient performance.
- Implement weekly backup procedures to prevent data loss and enhance data security.
- Create precise land plans used for client submissions to government agencies.
- Facilitate the blueprint generation process crucial for title processing.
- Seamlessly manage diverse responsibilities, contributing effectively to technological infrastructure and architectural processes.
- Creates and develops website for inventory management and so that client will be able to track the status of their lots through the website.

Lightbringer Learning Center 2020-2021

IT Coordinator

- Managed data integrity by implementing regular backups of student and employee information, ensuring data preservation and security.
- Designed and established a comprehensive network system, assuming control over desktop computers to monitor student activities and enforce restricted access to specific websites.
- Utilized Photoshop to create visually engaging marketing materials such as flyers, tarpaulins, and school announcements, enhancing the center's brand presence.
- Orchestrated the management of the learning center's social media accounts, strategically engaging with the audience and promoting the center's initiatives.