



## 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 skills, excellent time management, and a collaborative mindset, I work seamlessly with teams to deliver optimal results. My adaptability ensures I thrive in changing 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.



# CHARITY LEQUIN

IT PROFESSIONAL & CAD  
OPERATOR



## Contact



So. San Roque, Larrazabal,  
Naval, Biliran



0915-965-9849



lequincharity015@gmail.com



## Skills

### Data Management & Security



### Graphic Design



### Technical Troubleshooting



### Multitasking and Organization



### Network Administration



### Problem Solving



### Web and Software Development

