

# 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 – February 2025

- 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

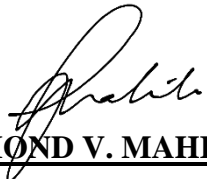
### Certificate of Eligibility

*Professional Level*  
*March – 26, 2023*

### 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**