



# Neil Ryan Masalihit

## Computer Maintenance Technologist

### SKILLS

- MS office applications
- Hardware troubleshooting
- Image and Video Editing

### EDUCATION

**Bachelor of Science in Computer Engineering, AMA Computer College, Tacloban City**  
2014 - 2019

### OBJECTIVE

To obtain a position as a Computer Maintenance Technologist where I can utilize my technical expertise in diagnosing, repairing, and maintaining computer systems and hardware. I aim to contribute to the efficient operation of IT infrastructure by ensuring optimal system performance, minimizing downtime, and providing high-quality support for users and network environments.

### EXPERIENCE

#### Computer Maintenance Technologist Environmental Management Bureau

January 2021 – PRESENT

- Provided support to the Planning and Information Systems Management Unit.
- Assisted in the maintenance of ICT supply and equipment inventory.
- Assisted in communicating with suppliers to obtain quotes, place orders and reconcile differences as needed for the procurement of ICT equipment.
- Diagnosed and resolved problems regarding hardware, software, connectivity and recommended new technologies as needed
- Assisted the Unit Head in the preparation of technical materials and presentations of the immediate and special data required by the EMB Central Office and other oversight office/s as well as in the coordination of activities for the conduct of meetings, workshops, seminars and other related activities of the Unit.
- Assisted in the maintenance of systems crucial to the operation of the office.
- Assisted in the conduct of annual preventive maintenance of ICT equipment.
- Assisted in the conduct of training and seminars conducted by the Unit