MARVIN L. AREVALO

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Information Technology - Computer Systems and Networking
Administrative Works   - Payroll, Pay Slips and Vouchers
Clerical Works   - SSS, Philhealth, PAGIBIG and BIR
Encoder   - Registration Form, Certificate of
**   Registration, Grade sheet, Completion of**
**   Grades (INC)**

Summary

-    More than seven (7) years of extensive hands-on experience in clerical works, office management, network engineering management, computer troubleshooting and maintenance.
A graduate of Bachelor's Degree in Information Technology and a graduate of Bachelor's Degree in Computer Science with hands-on experience on Cisco Routers and switches.
Work as an Technical Support at Philwebinc Baybay. Work as an IT Staff at Chingbee Trading Corporation Baybay City, Leyte focusing on Foxpro database backup. A data encoder of payroll and payslips using MS Excel software. Also a data encoder of SSS, Philhealth, PAG-IBIG and BIR program software.
Currently working as Job Order at Visayas State University (VSU) in the Office of University Registrar in IT Section where my tasks are encoding of completion of grades, certificate of registration validation and printing, copy of grades printing, encoding of dropping forms using the Cumulus program software, ID and diploma printing and software and hardware repair maintenance.

Good in written and verbal communications with high regards in providing functional and correct details on technical operations.

AREAS OF SPECIALIZATION

TECHNICAL SKILLS	Details
WIDE AREA NETWORK (WAN)	Configuration of Static Ip Address, Dynamic Ip Address, PPP over Ethernet (PPPoE) PPP Tunneling Protocol (PPTP). Layer 2 Tunneling Protocol (L2TP).DSL internet connection, Dial-up internet connection, Leased Line Internet Connection, WIFI Internet connection and Satellite connection
LOCAL AREA NETWORK (LAN)	Configuration Internet Protocol TCP/IP, DHCP. Configuration of Wireless Canopy Point to Point connection,Wireless access point, bluetooth, infrared
NAT/Routing/UpnP/Firewall	Configuration of Virual Server, DMZ, URL Filtering,

	Port Mapping, DDNS, Static IP routing, Dynamic IP routing, Server Behind the NAT , Firewall
Programming	Visual C++, Visual Basic, Java, Turbo C, COBOL and Assembly language
Database	MS Access. MySQL. Foxpro
Applications Software	MS Word, MS Excel, MS Power Point,Bio Metrics, Apache 2.2 , Remote Administrator, Hyper Terminal
Tools Web and Photo Editing	MS Frontpage. Dreamweaver.Flash MX Adobe Photoshop. Xara
Telecomunication	Fort PABX System, VOIP Phone and IP Phone Configuration
Operating Systems	MS Windows, MAC Leopard and Basic knowledge on Linux.
Basic knowledge in	Scripting using: PHP, HMTL.

SUPERVISORY/ ADMINISTRATIVE SKILLS

Good in English Communication skills, both written and verbal. Strong interpersonal skills. Has strong leadership, interpersonal skills and excellent team building, motivation and coaching. Applies strategic planning.

Awards and Trainings Attended

Awarded Plaque for Best Programmer of Year 2003 – Cyber Logic Society

Programming Languages – Turbo C and COBOL Programming

Trainings from Philwebinc

Cisco Router Configuration
Dial-Up Internet Connection
Visual Basic Programming
Java Programming
Computer Fundamentals / Network Essentials
LAN/ WAN Technology Trainings
Operating Systems (Microsoft, Mac,Linux)

Trainings from Dexlaine Computer Sales and Services

Voice of the Internet Protocol (VOIP) Configuration
IP Camera Configuration
Remote Administrator Configuration
PABX Configuration and Installation

Trainings from Chingbee Trading Corporation

Administrative Trainings and Seminar
I.S.T.I.V. Productivity Integrated Course for Supervisors and Managers Seminar
Performance Evaluation Seminar
Bureau of Internet Revenue Seminar
PAG-IBIG Seminar
SSS Seminar
Philhealth Seminar
Fire Preparedness and Consciousness Seminar

Trainings and Awards as Barangay Nutrition Scholar

Basic Course for Barangay Nutrition Scholars
Mellpi Pro Orientation Workshop

Certificate of Participation – Barangay Management Integrated Services and
                                 BNS OPT Plus Tool
Certificate of Recognition - as BNS for continues and outstanding service
Certificate of Appreciation – for obtaining a passing mark of
                                 accomplishment target

Training from Visayas State University

ISO 9001:2015 Awareness Virtual Seminar
Mental Health Wellness Seminar

PROFILE

Full time

February 2023 – Present

Visayas State University
Department: Office of University Registrar

IT Section

- Certificate of registration validation and printing for undergraduate and graduate students
- Copy of grades printing
- Encoding of completion of grades
- Encoding of dropping forms
- Encoding of change of academic adviser for undergraduate and graduate students
- Encoding of dormitories
- ID printing for High School, Undergraduate and Graduates students;
- Diploma printing for VSU external campuses and main Undergraduate and graduate students;
- Summarizing graduates of HEMIS for CHED and PRC
- Design layout of faculty and staff for new branding ID
- Software and Hardware repair and maintenance;

October 2004 – January 2, 2011

Chingbee Trading Corporation
            - The number one abaca and copra exporter company in the
            Philippines.
Division: IT Department
142 R. Magsaysay Ave. Baybay City Philippines 6521

Clerical Works

- Collecting and Checking piece work activities and DTR of daily laborer plus overtime
- Encoding of piece work activities and DTR of daily laborer
- Summarizing for payroll piece work activities and DTR
- Submitted agency workers SSS, Philhealth, PAGIBIG and BIR payments

Administrative Works

- Encoding of Daily Time Record (DTE) of Office Staff for payroll and payslips generation;
- Liason officer – preparing for business permit; cheque encashment
- Purchaser and Canvasser of sphere parts of truck
- Driver and truckman salary commission computation

IT Staff

- Supervised a group of computer operators and office staff by briefing them on the procedures, work standards and policies;
- Keeps staff focused on work by inquiring problems encountered and solutions implemented;
- Motivated and counseled staff members on how they can further improve their overall productivity;
- Assist staff member on improving performance and performance management;
- Provide training to the technical support team for more familiarity on the devices, simulation on technical problems and provide resolution.
- Coached programmers and provide recommendation for debug and update of company's software program.
- Remotely diagnose and troubleshoot computer errors
- Backup data from hard disk drives and performs data restoration.
- Computer software and hardware maintenance and repair.

March 2004 – September 2004

Full time

PhilWeb Corporation
- The largest ISP Dial-up Provider in the Philippines
Client: Region VIII Particularly Leyte
A.Bonifacio St. Baybay, Leyte Philippines

Technical Support

- Specialized in troubleshooting leased line internet connection with Cisco routers, network devices installation and other related networking problems for spreading dial-up internet connections
- Performed hyper terminal services testing on devices to check on

functionality of the dial-up modems, report problems encountered, and compiled data for problem resolution.

- Install and troubleshoot client dial-up connection.
- Simulate customer encountered problems and give solutions
- Tasked to eliminate, diagnose and provide solutions to product related problems, process device replacement and demonstrate quality customer service.
- On sight visit of client and troubleshoot computer and connection problem.
- Computer software and hardware maintenance and repair

November 2003 – March 2004
Baybay Water District
Baybay Leyte Philippines 6521
On-the-job Trainee

Accomplished Encode Meter Reading, Computer Maintenance, Network Maintenance

June 2000-April 2003
Zirojlogic
Baybay Leyte

Part-time Cobol Programmer – (while studying college)

Creating Video Rental ,Payroll, Daily Time Record System. Database simulations. Check software bugs and errors. Reported database problem.

EDUCATIONAL BACKGROUND

College : **Associate in Computer Science, SY 2001 - 2002**
Franciscan College of the Immaculate Conception
A.Bonifacio St. Baybay, Leyte , Philippines 6521

: **Bachelor of Science in Information Technology,SY 2002 - 2003**
Franciscan College of the Immaculate Conception
A.Bonifacio St. Baybay, Leyte , Philippines 6521

: **Bachelor of Science in Computer Science, SY 2003 – 2004**
Franciscan College of the Immaculate Conception
A.Bonifacio St. Baybay, Leyte , Philippines 6521

Secondary : Franciscan College of the Immaculate Conception
A.Bonifacio St. Baybay, Leyte , Philippines 6521

Elementary : Franciscan College of the Immaculate Conception
A.Bonifacio St. Baybay, Leyte , Philippines 6521

OTHER DETAILS

Availability: Immediate