

Alexis Luke Gadin Barlomento



EXPERIENCE

Cash-For-Work

DSWD Kalahi-CIDSS

07/2024-10/2024

- Set up, configure, and maintain computers, servers, printers, and other hardware.
- Troubleshoot and repair hardware issues to ensure smooth operations.
- Manage and secure the organization's local area network (LAN) and internet connections.
- Ensure stable network performance and troubleshoot connectivity issues in field offices.
- Install, configure, and manage databases for storing project and beneficiary information.
- Perform regular database backups and ensure data integrity and recovery systems.
- Implement security measures for hardware, networks, and databases to protect sensitive data.
- Monitor server performance and optimize systems for efficient data storage and access.
- Accurately input and update information in the organization's databases.
- Ensure data accuracy by cross-referencing information and performing quality control checks.
- Maintain data confidentiality and integrity according to company policies.
- Conduct regular data backups, data cleaning, and data integrity checks.
- Monitor database performance and report any issues or inconsistencies.
- Assist in troubleshooting and resolving database-related problems.
- Generate data reports, summaries, and analysis as needed by the organization.
- Assist in preparing data for audits, compliance checks, and performance assessments.
- Work closely with IT and other departments to support data-related needs.
- Provide support for users with database-related inquiries or issues.
- Assist in the training of staff in database usage and data entry protocols.

On-the-Job Trainee

Visayas State University Alangalang

02/2024-05/2024

- Set up and maintain campus computers, printers, and other IT equipment.
- Provide technical support to students, faculty, and staff for hardware and software issues.
- Manage the university's network, ensuring stable internet access and internal connections.
- Ensure data security and protect sensitive university information.
- Monitor and maintain online learning platforms and other digital tools.
- Perform regular backups of important data and manage recovery systems.
- Install and update software for classrooms, labs, and administrative offices.
- Create and develop custom systems or applications to improve campus operations.
- Support multimedia setups for events and presentations on campus.
- Cleaned and tidied storage areas to maintain health and safety standards
- Operated hand and power tools to complete equipment repairs safely
- Updated documentation for record-keeping and customer use
- Evaluated systems in use to uncover problems, complete maintenance and recommend solutions.
- Resolved equipment malfunctions within target timeframes
- Created and maintained spreadsheets using Excel
- Create and maintained company record and used software to review and monitor data

System/Computer Maintenance Technician

DPCVM Data Processing and Customary via Management

08/2021-12/2023

- Set up, maintain, and troubleshoot office computers, printers, and other IT equipment.
- Manage and organize large sets of data for processing and storage.
- Ensure data accuracy and integrity during processing and transfers.
- Monitor and secure the office's network and data systems.
- Implement cybersecurity measures to protect sensitive information.
- Perform regular backups and ensure data recovery systems are in place.
- Install, update, and manage software used for data processing.
- Provide technical support to staff for any IT-related issues.
- Set up equipment to test and verify functionality and performance.
- Performed diagnostics and troubleshooting to evaluate equipment performance and increase reliability
- Monitored all parts and devices used on each service call to maintain proper documentation and enable stock replacement
- Inspected equipment and systems to identify issues and report problems for repair.

Data Encoder

Atty. Jose Arvin Antoni Law and Notarial Office

05/2019-07/2021

- Set up, maintain, and fix computers and printers.
- Organize and manage digital records of notarized documents.
- Prepare electronic versions of legal documents for notarization.
- Install and update software for document processing and security.
- Ensure the security of sensitive documents and client data.
- Regularly back up important files and manage data recovery.
- Maintain a secure office network (LAN) for internet and data sharing.
- Assist clients with digital forms and online services.

CONTACT



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Philippines 6517



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SUMMARY

Computer System Servicing-certified with vast experience in effective and efficient operation. Display outstanding knowledge and practical expertise to provide exceptional all-around service

SKILLS

- Calm under pressure
- Rapport building
- Active listening
- Communication skills
- Crop production
- Microsoft Office proficient
- Install and configure computer systems
- Setup computer networks and servers
- Automotive vehicle driving
- Inventory management
- Administrative support
- Google workspace proficient
- IT Literate
- Data Analysis

REFERENCES

Verwina C. Bibar

- Head, MPDO
- Local Government Unit of Alangalang
- 09985306584

Romel E. Macaliniao

- Head, BPLO
- Local Government Unit of Alangalang
- 09461616361

Dr. Judith B. Jomadiiao

- Chancellor
- Visayas State University Alangalang
- 09085016835

- Created and maintained spreadsheets using Excel.
- Organized files, faxed reports and scanned documents into document management system
- Created and maintained company records and used software to review and monitor data.
- Transferred data from paper formats into database systems to keep digital formats.
- Organized and updated document management systems to improve audit and reference processes.

Senior High School Work Immersion

Alangalang Municipal Police Station

11/2018-12/2018

- Assist in setting up and troubleshooting computers and software.
- Help with data entry and organizing digital police records.
- Monitor the local area network (LAN) for connectivity and security.
- Assist in maintaining cybersecurity and ensuring safe data handling.
- Perform routine checks on equipment like CCTV and communication devices.
- Create technical documentation or user guides for office procedures.
- Provide general office and technical support to police personnel.
- Set up and installed computer hardware, software and user accounts for staff
- Operated different computerized machine to produce digital content and save information
- Guided inexperienced team members on defined procedures and supervised individual support work.



EDUCATION

Master of Science in Information Technology (21 Units)

Eastern Visayas State University

Tacloban City, Leyte

Bachelor of Science in Information Technology

Eastern Visayas State University

Tacloban City, Leyte, 2024

- College Graduate

Information and Communication Technology

Holy Trinity College

Alangalang, Leyte, 2019

- Senior High School Graduate
- Academic Achiever Award

Agriculture

Alangalang Agro Industrial School

Alangalang, Leyte, 2017

- Junior High School Graduate
- Academic Achiever Award

Alangalang I Central school

Alangalang, Leyte, 2013

- Elementary Graduate
- With Honors Award



CERTIFICATIONS/TRAININGS/PROGRAMS ATTENDED

- TPITE Consultative Session with the Industry during IBPAP-PSIA Tour de Tech- The IT and Software Roadshow: The Role of Higher Education in Supporting 4IR through Disruptive Smart Technologies
- 11th National Technological Festival 2024
- Natural Language Processing
- AI Ethics and Governance
- Cybersecurity Month Awareness-Seminar for Senior Citizen and Solo Parents
- How to Counter-Act when Hacked?
- Artificial Intelligence/Machine Learning
- 5G Mobile Networks
- Careers Opportunities in Animation
- Defeating Business Email Compromise (BEC) and Spear Phishing: People, Process, and Technology Security Best Practices
- Startup 102: Basic Tools and Resources for Tech Entrepreneurs
- How to Detect, Defeat and Prevent Social Engineering Attacks: People, Process and Technology Security Best Practices
- Creative Solutions for the Digital Age: Leveraging Canva Design for Efficiency
- Startup 101 Workshop: Empowering Educators from SUCs and Private HEIs in Region 8
- Startup 102: Introduction to Business Models and Value Propositions
- 11th National Technofest 2024 TechXIcon: Accelerating Technological Innovations in Achieving SDGs
- Enhancing Internet Security: Implementing Mutually Agreed Norms for Routing Security (MANRS) to Strengthen Routing Resilience
- Bayang Digital Ang Bagong Pilipinas: Saby-Sabay Sa Ligtas At Payapang Digital Na Paglalakbay
- How To Secure Your Website And Other Online Assets
- Celebrating ICT Month In The Science City Of Muñoz: Future Ready Through Cybersecurity Day 3: Cybersecurity For All
- Celebrating ICT Month In The Science City Of Muñoz: Future Ready Through Cybersecurity Day 2: Explore Your Secure Future

- Celebrating ICT Month In The Science City Of Muñoz: Future Ready Through Cybersecurity Day 1: Cybersecurity Future
- Establishing A Regional Computer Emergency Response Team (CERT)
- Working To Take Democracy Forward
- Data Analytics In Python Training
- Adopting Global Standards On AI
- Collaborating With Tech Communities In Analytics, AI, And Beyond
- Funding Your Analytics And AI Trainings Via TESDA's EBT Program
- Unlocking Digital Trust: The Philippines National Public Key Infrastructure (PNPKI)
- Validating TESDA's Micro-Standard For "Using Generative AI"
- Using The Philippine Skills Framework For Analytics
- Enhancing Data Privacy And Cybersecurity Through Audit And Assurance
- Build Python Web Apps With Flask
- Visualize Data With Python
- Learn Basic Statistics With Python
- Analyze Data With Python
- Programming For Intermediate Users Using Python
- Programming For Beginners Using Python
- DICT-DIs005 Designing Presentation Slides
- DICT-DIs004 Workplace E-Mails Made Easy
- DICT-DIs003 Microsoft Productivity Tools
- DICT-DIs002 Navigating Google Workspace
- DICT-DIs001 Digital Citizenship And Civility In The Workplace
- DICT-Gd004 Functional Composition
- DICT-Gd003 Trends In Art And Design
- DICT-Gd002 Canva For Graphic Design
- DICT-Gd001 Principles Of Design
- DICT-Mad009 Using Firebase As An Application Back End
- DICT-Mad008 Android Fragments
- DICT-Mad007 Basic Building Blocks Of The User Interface
- DICT-Mad006 Introduction To Android Application Development
- DICT-Dm004 Social Media Marketing
- DICT-Dm003 Copywriting: Basics, Advertising Copy, Trends In Art And Design
- DICT-Dm002 Digital Marketing Channels And Funnel
- DICT-Dm001 Fundamentals Of Marketing
- DICT-Wd005 Project 1: Developing A Static Website
- DICT-Wd003 Basic Javascript For Web Development
- DICT-Wd002 Using HTML And CSS To Design A Website
- DICT-Wd001 Principles Of Web Development And Introduction To HTML
- DICT-ICT017 Advanced Level Of Software Engineering
- DICT-ICT013 Intermediate Level Of Software Engineering
- DICT-ICT018 Basic Level Of Software Engineering
- DICT-ICT016 Advanced Level Of Cloud Computing
- DICT-ICT015 Intermediate Level Of Cloud Computing
- DICT-ICT014 Basic Level Of Cloud Computing
- DICT-ICT012 Advanced Level Of Digital Transformation
- DICT-ICT011 Intermediate Level Of Digital Transformation
- DICT-ICT010 Digital Transformation 101: Reimagining Businesses
- DICT-ICT007 Data Privacy-Good Governance
- DICT-ICT006 Introduction To Data Privacy
- DICT-ICT004 Big Data Fundamentals
- DICT-ICT003 Internet Of Things Using Arduino In Tinkercad
- DICT-ICT001 Digital Innovation In Government
- Startup Webinar: Design Thinking
- Digitalization And Cybersecurity: Trends And Dynamics In Southeast Asia
- ARSC Re-Echo Seminar 2018
- 3rd Annual Binongtoan Youth Development Seminar-Workshop
- 2nd Annual Binongtoan Youth Development Seminar-Workshop
- ARSC Leadership Training 2017
- 1st Annual Binongtoan Youth Development Seminar-Workshop