

REYMOND V. MAHINLO

*Searching for an opportunity to imply and improve my skills
especially in software and hardware related jobs.*

Address : Brgy. Hibunawan Baybay City, Leyte
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Personal Particular

Age	: 30	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 - Present

- Troubleshoots and fix Printers/Laptop/PC/Mobile Phones Software and Hardware issues

DOST-STII Science Aide

VSU Main Campus, University Learning Common, Baybay Leyte

May 2023 – November 2023

- Scanned, Filter and Enhance needed materials for the Digitization of Library materials to be upload in the DOST Library online database.

Appointment Setter/ Cold Caller /Data Entry

RentOwn 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.

Ventureslink Transmission Support Technician

Baybay Legislative Building

Election Day – May 9-10, 2022

- Provide Technical Support for any troubles that may occur in the data transmission period to the main server.

Lead Generation Data Specialist/CRM System Management/IT Support

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 Assistant to the costumers
- Troubleshoot PC
- Networking

Smartmatic Philippines VCM Technician

Ventureslink Smartmatic

Election Day - May 9, 2016

- Troubleshooting the VCM
- 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

Obtained:

- Certificate of Internship Completion
- Diploma of Bachelors of Information Technology

Personal Skills

- | | |
|--|---------------------------------------|
| - Customer and Service Oriented | - Can do Multitasking and Hardworking |
| - Virtual Assistant | - Data Entry |
| - Microsoft Office Proficiency | - Flexible |
| - Good Communication Skills | - Troubleshooting |
| - Can work with or without supervision | |

Educational Background

Elementary: 2001 - 2006

Franciscan College of the Immaculate Conception
A. Bonifacio St. Baybay City, Leyte

High School: 2010 - 2011

ALS Passer, Baybay City Leyte

College: 2014 – 2018

Franciscan College of the Immaculate Conception
A. Bonifacio St. Baybay City, Leyte

Course:

Bachelor of Science in Information Technology

Thesis: *School Statement of Account Mobile Application*

Achievement

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