

# 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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Phone Number: +69914363559

## 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/Freelance Technician

**2016 - Present**

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

### Service Master Facilities Manager -UBIX

**VSU Main Campus, University Learning Common, Baybay Leyte**

**February 2024 – April 2024**

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

### 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
- Virtual Assistant
- Microsoft Office Proficiency
- Good Communication Skills
- Can work with or without supervision
- Troubleshoots and fix Printers/Laptop/PC/Mobile Phones/Piso WiFi Software and Hardware issues
- 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: 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*

## **Character References**

**Luz T. Palima**

**Brgy. Captain**

Brgy. Zone 16, Baybay City, Leyte

**Jake Marvin Villegas**

**VSU Library Computer File Librarian**

VSU Main Campus, Baybay City, Leyte  
09620809595

I hereby attest that the information stated above with the best of my knowledge and belief, true and correct.

REYMOND V. MAHINLO