



REYMOND MAHINLO

IT PERSONNEL

CONTACT

+639914363559

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Brgy. Hibunawan, Baybay City, Leyte

EDUCATION

2014 - 2018

FCIC BAYBAY CITY, LEYTE

- Bachelor of Science in Information Technology

SKILLS

- Microsoft Office Proficient
- Troubleshooting
- Teamwork

CERTIFICATES

- Certificate of Eligibility (Professional Level)
March-26-2023
- Certificate of Completion in Computer Literacy
October 2017

PROFILE

A dedicated IT professional with 5 years of experience in providing technical support and assisting users with Microsoft Office applications and basic troubleshooting. Skilled in identifying and resolving hardware and software issues, offering exceptional user support. Committed to ensuring smooth and efficient operation of IT systems, with a focus on improving user productivity through expert troubleshooting and Office application support.

WORK EXPERIENCE

- L'Asuncion Hotel** 2024 - 2025
IT Staff
 - Responsible in Monitoring the Network and Equipment's (Desktop/Laptop/POS) inside the Hotel.
 - Installation, Monitoring and Troubleshooting of CCTVs in the Hotel.
 - Responsible for Internet and Door Lock Management System.
 - IT Support/Sound Operator for Events/Functions inside the Hotel.
- VSU Library (DOST and UBIX Digitization)** 2023 - 2024
Scanner Operator
 - Scanning Books to be upload in the VSU Library system.
 - Sorting and Naming Books to be upload.
- VCM/Transmission Support Technician** Election 2016/2022
 - Provide assistance to the Assign Head Technician.
 - Provide assistance to the Voters
 - Troubleshooting the VCM
- Computer/Laptop/Printer/Cellphone Technician**
 - Troubleshoot Laptop/Desktop/Printers and Cell Phones Software and Hardware Repairs

REFERENCE

HON. ALLAN T. BULAWAN

Punong Barangay

Phone: 09555445073

ROBERTO IBAÑEZ

Phone: 09510220518