

Francisco A. Tingzon Jr.

I am a Certified Civil Service Professional and IT Professional seeking a position that will enhance my skills and provide opportunities for growth in information systems and technologies, as well as IT support.

WORK EXPERIENCE

Purchaser /IT Support

Albertson Marketing

- Preparing purchase orders and monitoring market trends, pricing, and product availability.
- Monitoring inventory levels, ensuring optimal stock availability and reducing overstock
- Preparing reports on purchasing activities, supplier performance, and cost analysis.
- Handling all hardware and software issues in the office to ensure smooth workflow.

PRACTICUM EXPERIENCE

Computer Technician /IT Support

Leyte Normal University

- Assisted in maintaining and troubleshooting computer systems.
- Supported IT operations and provided technical assistance to faculty and students.
- Conducted hardware repairs for PCs, laptops, and printers.

EDUCATION

LEYTE NORMAL UNIVERSITY

Bachelor of Science in Information Technology
2020 - 2024

Practicum Awardee

GREGORIO C. CATENZA NATIONAL HIGH SCHOOL

Humanities and Social Sciences
2018 - 2020

With Honor

ORGANIZATION

ST. ANTHONY OF PADUA PARISH TUNGA, LEYTE

Knights of the Altar
2011 - 2024

REFERENCES

Las Johansen B. Caluza, PhD
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TECHNICAL SKILLS

- **Computer Maintenance/Troubleshooting**
Experienced in diagnosing and fixing hardware and software issues.
- **Office Productivity**
Experienced in Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.
- **Hardware Repair**
Experienced in repairing PCs, laptops, and printers.

CERTIFICATES

- **Civil Service Eligibility (Professional Level)**
- **Introduction to Data Science (CISCO Badge)**
- **Computer Hardware Basics (CISCO Badge)**
- **Networking Basics (CISCO Badge)**

SOFT SKILLS

- Communication
- Teamwork
- Problem-Solving
- Time-management
- Adaptability

LANGUAGES

- Filipino
- English