**JHEREMY M. ACOSTA**

**Sitio Paratong, Bacnotan, La Union 2515**

Contact No.: **+639774594154**

**jhemacosta0912@gmail.com**

**OBJECTIVE**

Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my skills & abilities in the field of information technology(IT).

**SKILLS AND QUALIFICATIONS**

* + Knowledge in computer(Hardware troubleshooting, Network troubleshooting, Microsoft Office (MS Word, Excel, Powerpoint, Internet, etc)
  + Knowledge in computer assembly
  + Can handle private data’s
  + Knowledge in basic CCTV installation
  + Knowledge in glass & Aluminum installation
  + Ability to work independently or as part of a team
  + Highly organized and efficient
  + Good communicating skill

**PERSONAL INFORMATION**

**Date of Birth** : August 26, 1997

**Place of Birth** : San Fernando City, La Union

**Sex** : Male

**Height** : 5’5 ft.

**Civil Status** : Single

**Religion** : Protestant

**Nationality** : Filipino

**Father’s Name** : Jose M. Acosta

**Mother’s Name** : Grimmy M. Acosta

**EDUCATIONAL BACKGROUND**

**Tertiary** : Saint Louis College

City of San Fernando, La Union

Year Graduated: 2017-2018

***Course: Bachelor of Science in Information Technology***

**Secondary** : Lord of Zion Divine School

Paratong, Bacnotan, La Union Year Graduated: 2013-2014

**Primary** : Lord of Zion Divine School

Paratong, Bacnotan, La Union Year Graduated: 2009-2010

**SEMINARS AND TRAININGS**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Training and Seminars*** | | ***Venue*** | ***Date*** |
| * Robotics * Personality Development * Online Business * Multimedia Design * Adobe Photoshop * Mobile Application * Step Up International Service Inc. seminars | SLC  SLC  SLC  SLC  SLC  SLC  Ateneo | | March 2017  March 2017  March 2017  March 2017  March 2017  February 2017  October 2016 |

**WORK EXPERIENCE**

**Management Information System Student Aide June 2014 - May 2018**

* As MIS Student Aide, I work closely with students, staff of SLC, teachers, and some clients or visitors. I also perform basic troubleshooting and some documentation.

**Projects/Events:**

* + Apple TV installation
  + Computer Units formatting
  + Cloning Hard Disk
  + SIAS Basic data handling
  + AIMS Basic data handling

Saint Louis College

City of San Fernando, La Union

(072) 242-5535

**Glass and Aluminum Installer (Part Time Job)**

* Install sliding windows, sliding door, and some furniture’s made in aluminum or glass

**Ronny Acosta Aluminum and Glass Installation**

Sitio Paratong, Bacnotan, La Union

0921-535-6294

**CCTV Installer and Technician (Part Time Job) December 2017 – January 2018**

* Install CCTV’s for customers who are needing cameras for surveillance, and basic works for technicians.

**On-the-job-Training August 2017 – December 2017**

* Assist personnel in their computer needs
* Develop a system.

Docpro Business Solution Inc.

1st Mezzanine Fl, CYA Building Centrum Bldg.,

Corner Military Cut-off, Baguio, 2600 Benguet

[(074) 423 2164](https://www.google.com.ph/search?biw=1517&bih=707&ei=ge_VWs2yHMSe0gSMv6joBw&q=docpro+business+solutions&oq=Docpro&gs_l=psy-ab.3.0.0i203k1l10.1094792.1097282.0.1099453.6.6.0.0.0.0.326.1433.2-3j2.5.0....0...1c.1.64.psy-ab..1.5.1432...0j35i39k1j0i131k1j0i67k1j0i10k1j0i30k1.0.OB6DRLACywg)

**Technical Support Engineer September 2018 – March 2020**

* Installation & configuration of a company’s computer hardware operating systems and applications.
* Maintenance and monitoring of computer networks and systems.
* Logging the queries of customers and employees.
* Analysis of call logs in order to discover any underlying issues or trends.
* Diagnosing and solving hardware or software faults.
* Performing electrical safety checks on the company’s computer equipment.
* Responding to call-outs in a timely fashion.

Puregold Bacnotan

National Highway, Poblacion Bacnotan, La Union 2515

[09430610543](https://www.google.com.ph/search?biw=1517&bih=707&ei=ge_VWs2yHMSe0gSMv6joBw&q=docpro+business+solutions&oq=Docpro&gs_l=psy-ab.3.0.0i203k1l10.1094792.1097282.0.1099453.6.6.0.0.0.0.326.1433.2-3j2.5.0....0...1c.1.64.psy-ab..1.5.1432...0j35i39k1j0i131k1j0i67k1j0i10k1j0i30k1.0.OB6DRLACywg)

**IT Staff May 20, 2021 – December 15, 2023**

* Installation & configuration of a company’s computer hardware operating systems and applications.
* Troubleshoots computers, phone connections either onsite or remote; Check & monitors DSL, IPVPN and LAN Connections of the bank
* Visit branches to do maintenance work on various computer hardware, CCTV, network and software
* Cleans computer units annually (HO and branches)
* Canvasses and purchase of computer hardware
* Checks daily the core banking system back-up files (HO and Branches)
* Monitors computer hardware inventory
* Issues and deletes teller numbers (with Letter of Request)
* Configures & troubleshoots core banking system

Rang-ay Bank Inc.

Gov. Luna St., San Fernando City La Union

[(072)242-5661](https://www.google.com.ph/search?biw=1517&bih=707&ei=ge_VWs2yHMSe0gSMv6joBw&q=docpro+business+solutions&oq=Docpro&gs_l=psy-ab.3.0.0i203k1l10.1094792.1097282.0.1099453.6.6.0.0.0.0.326.1433.2-3j2.5.0....0...1c.1.64.psy-ab..1.5.1432...0j35i39k1j0i131k1j0i67k1j0i10k1j0i30k1.0.OB6DRLACywg) to 63

**IT Specialist Feb 5, 2021 – Present**

* Installation & configuration of a company’s computer hardware operating systems and applications.
* Troubleshoots computers, phone connections either onsite or remote; Check & monitors DSL, IPVPN and LAN Connections of the store
* Visit branches to do maintenance work on various computer hardware, network and software
* Monitors computer hardware inventory
* Logging the queries of customers and employees
* Diagnosing and solving hardware or software faults

Robinsons Appliances Corp.

Robinsons Place San Fernando La Union

09988466986

**CHARACTER REFERENCES**

**Glazie C. Rillera**

MIS Developer

Saint Louis College

09177036250

**Jieremy Rilloraza**

Engineer of Puregold Bacnotan

Bacnotan, La Union

09507300792

I hereby certify that all data are true and correct.

**JHEREMY M. ACOSTA** Applicant