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MARVIN L. AREVALO

Summary

More than seven (7) years of extensive hands-on experience in administrative works, clerical works, office management, network engineering management WAN and LAN setup, router configuration, static and dynamic IP , computer troubleshooting and maintenance.

Strong and advance knowledge and skills in Microsoft Excel, Microsoft Word, and Power Point

Well-versed in numerous programming languages including HTML5, PHP, JavaScript, Visual Basic, Turbo C, Turbo Pascal, C Sharp, Cobol Programming and Assembly language MySQL. Strong background in project management and customer relations.

Skill Highlights

- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

Experience

March 2004 – September 2004

Technical Support – Philwebinc

October 2004 – December 2010

IT Staff – Chingbee Trading Corporation

February 2023 – Present

Admin Aide III (IT) – Visayas State University (Office of University Registrar)

Education

Associate in Computer Science - SY: 1999-2000

Franciscan College of the Immaculate Conception

Bachelor of Science in Information Technology – SY: 2000-2002

Franciscan College of the Immaculate Conception

Bachelor of Science in Computer Science – SY: 2002-2003

Franciscan College of the Immaculate Conception

Certificates

- I.S.T.I.V. Productivity Integrated Course for Supervisors and Managers Seminar
 - Performance Evaluation Seminar
 - Fire Preparedness and Consciousness Seminar
 - Basic Course for Barangay Nutrition Scholars
 - Mellpi Pro Orientation Workshop
 - Barangay Management Integrated Services and BNS OPT Plus Tool
 - as BNS for continues and outstanding service for obtaining a passing mark of accomplishment target
 - ISO 9001:2015 Awareness Virtual Seminar
 - Mental Health Wellness Seminar
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