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**RALPH KENNRICK T.TA-ACA**

CapurihanSubdivision,Surallah South Cotabato

+639487774788

ralph.khen@gmail.com

**OBJECTIVE:**

Looking for the best opportunity in your esteemed organization where I can use my best abilities to be resourceful and flexible.

**EDUCATION:**

**(Year Covered)**

October 2009 to March 2013 **STI College Koronadal Branch**

Bachelor of Science in Information Technology

Sta. Lucia St. Brgy Zone 3, Koronadal City

June 2007 to March 2009 **STI Koronadal**

Diploma in Information Technology

Koronadal City, South Cotabato

June 2006 to March 2007 **Notre Dame of Marbel University**

UndergraduateBachelor of Science in Information Technology

Alunan Ave. Koronadal City, South Cotabato

June 2002 to March 2006 **Notre Dame of Surala**

High School Diploma

Zone 1, Surallah South Cotabato

**PERSONAL INFORMATION:**

**Sex:** Male **Religion:**Catholic

**Civil Status:** Single **Date of Birth:** March 1, 1990

**Citizenship:**Filipino **Height:** 5’ 4”

**Place of Birth:** Zone 1, Surallah, So. Cot. **Weight:**63kg

**Mother’s Name:** Susan T. Ta-aca

**Occupation**: Teacher

**Father’s Name:** Aurelio T. Ta-aca(Deceased)

**Occupation:** Farmer

**Languages Known**: Tagalog, Cebuano, Illonggo, English

**SKILLS:**

1. Has good Interpersonal Skill.
2. Knowledgeable in using Microsoft Office ( Word, Excel, Powerpoint)
3. Knowledgeable in using Adobe(Photoshop,Premiere Pro)
4. Knowledgeable in programming using VB.net
5. Knowledgeable in normalizing database
6. Knowledgeable in installing CCTV cameras
7. Knowledgeable in Networking Set ups
8. Knowledgeable in Photography (DSLR)
9. Knowledgeable in Cellphone Repairing
10. Knowledgeable in Geographic Positioning System
11. Can do Computer troubleshooting/repairing
12. Can do Printer Conversion
13. Can speak and understand English, Ilonggo, Tagalog and Cebuano
14. Highly Imaginative and Artistic

**WORK EXPERIENCES:**

**Clerk III ( Job Order ) (September 2017 – Present )**

Municipality of Surallah, Surallah South Cotabato

* Make reports regarding the events to Supervisor
* Capture important events and post in facebook page
* Edit video and photos for the facebook page
* provide technical support to other offices
* provide help-desk and on-site technical support of hardware and software
* computer networking
* computer troubleshooting
* work with co-worker as a professionals
* printing important documents
* encode some important documents
* filing documents

**Computer Attendant (November 2016 –August 2017)**

Virtual Den Gaming Hub, Brgy. Libertad, Surallah South Cotabato

* Operate and monitor computer equipment.
* Perform routine task to maintain computer equipment and peripherals.
* Respond to the customer inquires
* Troubleshooting of Computers
* Typing Jobs or Clerical Jobs

**Computer Technician (June 2016 – October 2016)**

Southcom Computer Station, 2nd Floor Friendly Mart Surallah, South Cotabato

* generate reports as requested by the store-in-charge
* provide technical support to our customers
* computer troubleshooting
* printer repair
* work with co-worker as a professionals
* printing important documents
* encode some important documents

**Management Information System Staff (December 2015- March 2016)**

Koronadal Commercial Center, GensanDrive,Koronadal City

* generate reports as requested by the MIS manager
* provide technical support to our users
* provide help-desk and on-site technical support of hardware and software
* computer networking
* conduct preventive maintenance every month
* use of global positioning device for reports
* computer troubleshooting
* point-of-sale printer repair
* work with co-worker as a professionals
* printing important documents
* encode some important documents
* filing documents

**Computer Technician (March 2015 – September 2015)**

Southcom Computer Station, 2nd Floor Friendly Mart Surallah, South Cotabato

* generate reports as requested by the store-in-charge
* provide technical support to our customers
* computer troubleshooting
* printer repair
* work with co-worker as a professionals
* printing important documents
* encode some important documents

**Management Information System Staff (August 2013- January 2015)**

Koronadal Commercial Center, GensanDrive,Koronadal City

* generate reports as requested by the MIS manager
* generate daily backup of transaction in every stores
* provide technical support to our users
* provide help-desk and on-site technical support of hardware and software
* cctv camera installation
* computer networking
* conduct preventive maintenance every month
* computer troubleshooting
* point-of-sale printer repair
* work with co-worker as a professionals
* printing important documents
* encode some important documents
* filing documents

**On the Job Trainee (November 2012- March 2013)**

Department of Social Welfare and Development Field Office XII, Koronadal City

* work with co-worker as a professionals
* printing important documents
* make ID for the trainees
* encode some important documents
* filing documents

**Computer Attendant (October 2010-April 2011)**

WimaxCenterpoint Internet Cafe Sta. Lucia St. Brgy Zone 3

* Operate and monitor computer equipment.
* Perform routine task to maintain computer equipment and peripherals.
* Respond to the customer inquires

**On the Job Trainee (January 2010 March 2010)**

National Commission on Indigenous People, Koronadal City

* work with co-worker as a professionals
* printing important documents
* make memorandum

**SEMINARS AND TRAININGS ATTENDED:**

**Teamwork – Workplace Behaviors**

*Koronadal Commercial Center*

* Enhance teamwork for the whole department
* Organize the things to be done

**Telephone Etiquette Crash – Course Training**

*Koronadal Commercial Center*

* Enhance Telephone Communication Skill
* Enhance hearing ability
* Enhance group work and problem solving

**CHARACTER REFERENCES:**

**Mrs. Kristine B. Tanucan**

Municipality of Surallah

Community Development Information Program Supervisor

Surallah, South Cotabato

Tel/Fax: (083) 2383-387

**Ms. Irish B. Celajes**

Southcom Computer Station

Store-In-Charge

2nd Floor Friendly Mart

Surallah, South Cotabato

Tel/Fax: (083) 878-0357

**Mrs. Joy H. Bihag**

Koronadal Commercial Center

People Group Manager

Gensan Drive, Zone II

Koronadal City

Tel/Fax: (083) 228-21-40

**Mr. Wilfredo P. Escosura Jr.**

Koronadal Commercial Center

Management Information System Supervisor

Gensan Drive, Zone II

Koronadal City

Tel/Fax: (083) 228-21-40

**Mrs. Rowela G.Pampolina**

STI-College Koronadal

Guidance Counselor

Sta. Lucia St. Brgy. Zone 3

Koronadal City

(083)228-5989

**Mr. Macapantao R. Manamba, MA, MPA**

National Commission on Indigenous People

Chief Administrative Officer

Dionisio Bldg., Arellano St., Zone 3,

Koronadal City

(083)228-8393

**Mrs. Felina A. Quiñones**

Department of Social Welfare and Development Field Officer XII

Chief Institutional Development Division

PurokBumanaag, Brgy. Zone 3

Koronadal City

Tel/Fax: (083) 228-31-80/81