Ronald Paolo M. Dionisio

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Summary of Qualifications

- University degree holder in Computer Science
- Able to work in a team-setting as well as independently
- Strives for quality and optimal work performance
- Open and willing for self-improvement

Work Experience:

➢ **IT Manager / Consultant– Toyota Marilao Bulacan, Inc. -** March 1, 2013 – up to present
- Support for SAP Systems of Toyota Marilao Bulacan Inc.
- Consult for the creation, maintenance and analysis of reports as it relates to dealer operations.
- Consult for any Software and Hardware troubleshoot.
- Configured, troubleshoot, and update Firewalls.
- Manages the LAN (Local Area Network) / WAN (Wide Area Network) data communication network.
- Participates in the development of policies and procedures for use of network facilities and then ensures implementation.
- Phone & Email Technical Support.
- Responsible for any digital events and equipment.
- Dedicated, flexible and hardworking in endeavor with diligent attention to details for optimal and result.
- Perform other related tasks as may be assigned from time to time.
- Practices and promotes the 8 Core Values

➢ **IT Support / Systems Administrator - Toyota Balintawak Inc.** April 2007 – February 2013
- Manages the ERA systems of 2 Toyota dealers. (Toyota Balintawak Inc. and Toyota North EDSA)
- Assist team members with basic technical support, hardware peripherals, network connections, and software.
- Phone & Email Technical Support.

➢ **IT Coordinator - Good Year Import Export Corporation -** December 2005 - January 2007
- Manages the LAN (Local Area Network).
- Troubleshoot Hardware and Software.
- Assist team members with basic technical and software support.

Manila Southern Associates Incorporated - October 2005 to December 2005
➢ **Checking Personnel**
Acknowledged each customer with a friendly greeting.
- Placed customer's purchased goods into bags, maximizing space while avoiding overloading.
- Ensured customer was completely satisfied by assisting with carrying out groceries.
- Maintained smooth check out process by frequently replenishing bag supply and retrieving carts.
- Completed other duties as assigned, such as returning unwanted merchandise.

Special Skills:

- Hardware / Software Troubleshooting
- Cable Infrastructure / Networking
- Adobe Photoshop and Video Editing
- Microsoft Office
- Operates digital events and equipment

Seminar Attended:

- **Influential Leadership Program –** March 19, 2019
- **Behavioral-Based Safety Training –** August 8&9, 2019
- **Countdown to Data Privacy –** November 08, 2017
  - Streamlining Compliance with the Data Privacy Act
- **Defensive and Better Driving Training Course –** June 19, 2017
- **Management Development and Leadership Training Program –** May 19, 2017

Education:

- Bachelor of Science in Computer, Major in Computer Science – 2001-2005
  - Meycauayan City, Bulacan, Philippines

Character References:

- Upon request