

TORRES, MARK IAN SARMIENTO

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Objective:

Seeking for a challenging career opportunity with a reputable growth-oriented organization where I can further advance my interpersonal skills and strong desire to succeed independently or in a team environment and to perform as far my qualification on the availability and to find an employment where my knowledge, experience and instinctual skills can be utilized in the company's culture of excellence and broaden for learning and willing to undergo extensive training, as matters are required.

Education:

Bachelor of Science in Information and Technology

Catanduanes State University, Virac Catanduanes
Philippines 4800 *June 2009 – June 2014*

Training Certificate:

- "CURRENT TRENDS: DELPHI SOFTWARE"
August 31, 2011
- "STUDENT AWARENESS IN ICT DEVELOPMENT"
January 25, 2012
- ISSO: Symposium: "INFORMATION FLUENCY IN THE DIGITAL AGE"
September 27, 2012
- 5'S SEMINAR AND HEALTH CARE MANAGEMENT
October 13-14, 2017
- PATIENT SAFETY SEMINAR *June 02-03, 2018*
- 2ND IHMHI POST GRADUATE COURSE: "BEATING THE BUGS: UPDATES IN THE MANAGEMENT OF COMMON INFECTIOUS IN THE ISLAND".
August 22, 2018
- THE PRACTICE OF GOOD HOUSEKEEPING IN THE WORKPLACE
September 22, 2018

Skills:

- Strong customer service skills.
- Interpersonal skills.
- Self-motivation and ability to take initiative.
- Ability to work well under pressure.
- I.T. expertise that includes basic troubleshooting and computer skills.
- Office application using Microsoft Office Tools (Excel, Word, PowerPoint Presentation and Publisher).
- Language Spoken: English, Filipino
- Friendly Person and Trustworthy

Work Experience:

- **PART-TIME PROJECTOR OPERATOR**
Immaculate Conception Cathedral Parish
San Roque, Virac, Catanduanes Philippines 4800
August 1, 2012 – November 21, 2020
- **OFFICE CLERK**
Social Security System – Virac Branch
Cavinitan, Virac, Catanduanes Philippines 4800
August 3, 2014 – December 31, 2014
Finished of Contract
- **ADMINISTRATIVE AIDE / DATA ENCODER / PHARMACY ASSISTANT**
Eastern Bicol Medical Center
San Isidro Village, Virac, Catanduanes Philippines
July 2, 2015 – September 30, 2016
Finished of Contract
- **HEALTH MANAGEMENT ORGANIZATION (HMO) OFFICER / MEDICAL RECORDS OFFICER / ADMIN. STAFF / ADMITTING STAFF / PHILHEALTH STAFF**
Immaculate Heart of Mary Hospital (Island of Catanduanes), Inc.
Rawis, Virac, Catanduanes Philippines 4800
March 9, 2017 – July 6, 2022
Resigned
- **PHILHEALTH STAFF / ADMITTING STAFF**
Catanduanes Doctor's Hospital, Inc.
Valencia, Virac, Catanduanes Philippines 4800
August 9, 2022 – *up to present*