

# JAN LESTER P. UY

Sto. Domingo (Tabangan), Bambang, Nueva Vizcaya, Philippines ·  
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To be able to support the company in attaining its goal by sharing the knowledge and skills acquired from studies and work experiences, to make a sound position in corporate world and enthusiastically in team to achieve goal of the organization with devotion and hard work.

## WORK EXPERIENCE

**JULY 1, 2021 – PRESENT**

**ADMINISTRATIVE AIDE III-CLERK (INFORMATION TECHNOLOGY STAFF)** NUEVA VIZCAYAPROVINCIAL HOSPITAL, BAMBANG, NUEVA VIZCAYA, PHILIPPINES

Duties and Responsibilities:

- In house set-up and assessment of ICT Equipment to repair, troubleshoot and installation.
  - All Computers within the Facility.
  - Servers
  - Printers
  - Switch, Router and Hubs
  - Other Peripherals
- Management of Network Infrastructure (connectivity, configuration and Installation)
- Database Management (Back up, Troubleshoot and Data Retrieval)
- Managing and Maintaining Offline Support Services (PhilHealth Online and Offline System: PHICS, PORTAL, ORE)
- Providing Software and Hardware maintenance, installation and training if any.
- Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases
- Sort, process and verify applications, receipts and other documents
- Process incoming and outgoing mail manually or electronically
- Operating Microsoft Office (Word, Excel, PowerPoint, publisher, outlook, etc.)

**SEPTEMBER 1, 2021 – JUNE 30, 2022**

**ADMINISTRATIVE AIDE II (INFORMATION TECHNOLOGY STAFF),** NUEVA VIZCAYA PROVINCIAL HOSPITAL, BAMBANG, NUEVA VIZCAYA, PHILIPPINES

Duties and Responsibilities:

- In house set-up and assessment of ICT Equipment to repair, troubleshoot and installation.
  - All Computers within the Facility.
  - Servers
  - Printers
  - Switch, Router and Hubs
  - Other Peripherals
- Management of Network Infrastructure (connectivity, configuration and Installation)
- Database Management (Back up, Troubleshoot and Data Retrieval)
- Managing and Maintaining Offline Support Services (PhilHealth Online and Offline System: PHICS, PORTAL, ORE)
- Providing Software and Hardware maintenance, installation and training if any.
- Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases
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- Process incoming and outgoing mail manually or electronically
- Operating Microsoft Office (Word, Excel, PowerPoint, publisher, outlook, etc.)

**FEBRUARY 14, 2014 – AUGUST 31, 2021**

**ADMINISTRATIVE AIDE IV (JOB ORDER),** DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS NUEVA VIZCAYA FIRST DISTRICT ENGINEERING OFFICE, BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

Duties and Responsibilities:

- Administrative Office Works (Clerical works using Microsoft Office, Send Emails, Encoding & Messengerial Works)
- Providing Technical Support in Conducting Technical Survey and other Field Works within the District.

**MAY 6, 2013 – JULY 8, 2013**

**GOVERNMENT INTERNSHIP PROGRAM (GIP)**, DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT – LOCAL GOVERNMENT UNIT OF BAMBANG, NUEVA VIZCAYA, PHILIPPINES, 3702

Duties and Responsibilities:

- Administrative Office Works (Clerical works using Microsoft Office, Send and Received Emails, Encoding & Messengerial Works)
- Providing Support in Conducting House – House Visiting of various Households and other Field Works within the Municipality of Bambang.

## **EDUCATION**

**MARCH 2013**

**TERTIARY EDUCATION (COLLEGE LEVEL) - BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**, SAINT MARY'S UNIVERSITY, BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

**MARCH 2009**

**SECONDARY EDUCATION – HIGH SCHOOL LEVEL**, NUEVA VIZCAYA GENERAL COMPREHENSIVE HIGH SCHOOL, BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

**YEAR 2009**

**PRIMARY EDUCATION – ELEMENTARY LEVEL**, NSANTO DOMINGO ELEMENTARY SCHOOL, BAMBANG, NUEVA VIZCAYA, PHILIPPINES

## **SKILLS**

- Proficient of using Microsoft Office (Word, Excel, PowerPoint, publisher)
- Photo Editing, and Video Editing
- Clerical Works/Miscellaneous Office Works
- Providing Technical Support of Hardware and Software maintenance and installation.
- Driving
- Playing Musical Instruments (Acoustic Guitar, Bass Guitar)

## **SEMINARS AND ACTIVITIES**

- **Participant - 9th Philippine Youth Congress in Information Technology**  
22nd day of September 2011  
University of the Philippines
- **Participant – Conference in Computing Research in Region 2**  
6th and 7th day of September 2012  
University of Saint Louis  
Tuguegarao City, Cagayan
- **Participant – Seminar on Laptop Troubleshooting**  
24th day of August 2012  
Saint Mary's University  
Bayombong, Nueva Vizcaya
- **Participant -Seminar on Computer Software Servicing**  
17th Day of February 2011  
Saint Mary's University  
Bayombong, Nueva Vizcaya
- **Participant – Seminar on Network Security Implementation**  
7th day of August, 2012  
Saint Mary's University

