



Personal

- Address**
2/F Quirante Bldg., Baybay, Liloy,
Zamboanga del Norte
7115 Liloy
- Phone number**
0917-148-9248
- Email**
dionnemonadandoy@gmail.com
- Gender**
Female
- Nationality**
Filipino
- Marital status**
Single

To contribute to the teaching and achieving of core performance standards and outcomes.

Work experience

Supervisor [Team Lead] May 2020 - Present
TPG Telecom Manila

- Implementing strategies that team members use to achieve a goal, delegating tasks based on each member's strengths and skills and offering the training necessary to complete certain tasks.
- Inspiring and motivating team members with regular encouragement, keeping the enthusiasm going by providing individualized coaching when needed.

Technical Support Jan 2018 - Jul 2019
TPG Telecom - Manila

- Configuring computer systems, diagnosing software problems, providing assistance in by phone or email, troubleshooting network problems, and testing new technologies.

Junior IT Support Staff Apr 2018 - Jan 2018
Banco de Oro Corporate Center

- Completed important business paperwork
- Supported meetings by preparing spaces and materials and taking detailed notes
- Kept schedules organized and balanced with meetings, appointments, and travel

IT Teacher / Senior High School Registrar Sep 2015 - Jul 2018
Ave Maria College

- Teach courses in their subject area
- Work with students who are taking classes to improve their knowledge or career skills
- Develop an instructional plan (known as a course outline or syllabus) for the course(s) they teach and ensure that it meets college and department standards
- Plans lessons and assignments
- Work with colleagues to develop or modify the curriculum for a degree or certificate program involving a series of courses
- Assess students' progress by grading assignments, papers, exams and other work
- Keeping track of students' records and files

Education and Qualifications

Bachelor of Science in Information Technology 2015
Ave Maria College

Secondary Education 2011
Liloy National High School

Elementary Education 2007
Baybay Central School

References

ORSOLA TARA R. TIJAMO Reyno Law Offices
+63918-271-1739

CHELSEA L. MACATULAD TPG Manila
+63905-479-2403

JERIC-AUGUSTO R. REDILLAS Manila Jockey Club,
+63926-674-4567 Inc.

Skills

| | |
|------------------|-----------|
| Microsoft Office | ● ● ● ● ● |
| Programming | ● ● ● ● ● |
| Web Designing | ● ● ● ● ● |
| Networking | ● ● ● ● ● |

Achievements

- Contact Center Service NC II
- Computer Systems Services NC II [Licensed No.: 16097202004262]
- 2D Animation NC III [Licensed No. 14090202001644]
- Computer Hardware Servicing NC II [Licensed No.,14090203000325]