



Michael R. Dupal-ag

Contacts



09429565294



Bonbon, Aloguinsan, Cebu



borugodunstoy2@gmail.com



Birthday : January 01, 1987

Age : 34 years old

Civil Status: Married

Religion : Roman Catholic

Height : 160cm

Weight : 75kgs



**TESDA : Basic Computer Literacy
College : BS Information Technology**

Secondary : Consalatrix College

Primary : North City Central School



Working Experience

Present – Homebased Freelancer

- ❖ Create and design logo graphics for advertisement.
- ❖ Edit and enhance photos by removing background or changing the background color using adobe Photoshop.
- ❖ Data entry – convert bulk photos into Microsoft Word or Microsoft Excel.

(June 2010 – March 2018) Machine Operator

- ❖ BenQ Materials Corp.(Taiwan) – the third largest polarizer producer in Asia. I operate Laser Cutting machine, Slitter cutting machine, Vertical Axis cutting machine and Roller Nipping Machine. Maintain machines stability during production to ensure the quality of material output. Make a daily reports of the production regarding the volume of material produced.
- ❖ Check and Record the parameters of the machine before production to ensure safety and prevent machine abnormality during production.

(April 2009 – April 2010) IT Staff - Canadian Employment Opportunity, Inc.

- ❖ **Solve and troubleshoot technical problems. Check computer related issues and network, Perform data entry on computer applicant's record. Responsible for creating ads, editing memos and printing all necessary documents in the office.**

(December 2008– March 2009) Data Entry - Indexer

- ❖ **Performs files conversion by translating records through Microsoft Excel and Microsoft word.**

(April 2004– October 2008) Working Scholar – Cebu Institute of Technology

- ❖ **Maintain a Passing grade and do administrative works and office errands**

(April 2004– October 2008) Kitchen Helper – Archbishop Palace (SPFY)

- ❖ **Food Preparation: Chopping, peeling fruits and vegetables, serving food in the table, cleaning: dish washing and disposing garbage trash in timely manner.**



Skills: Typing, Driving, Welding, Drawing



Certificates/Trainings:

- ✓ **Completed 160 hours training in Advance Computer Literacy (December 18, 2009)**
- ✓ **Completed 16 hours in 5'S Seminar / Workshop and Installation (Nov 19-20 2005)**
- ✓ **Application for Six Sigma (February 2008)**



Character References

- **Richard Canillo – Vice Mayor of Pinamungahan**
- **Fr. Patricio Ornopia – Mabolo Parish Priest**
- **Owen Manguilimutan – Barangay Captain: Bonbon, Aloguinsan**