KHEM VILLARUBIA

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+639706083624

Present Address:
PUROK 3 WEST DURIAN, SAN MIGUEL, TAGUM CITY
8100, Davao del Norte, Philippines

Basic Information

Age	Birth Date	Gender	Civil Status
28	Apr 29, 1995	Male	Married
Height (cm)	**Weight (kg)**	**Nationality**	**Religion**
157.48	68	Filipino	Church In Tagum City (THE LORD'S RECOVERY)

Work Experience

I have been working for 2.55 years

Oct 2022 - PRESENT
(1 Year, 4 Months)

Technical Assistant - Internet Services

The University of Mindanao
Education & Training Services
Tagum City

Technical Assistant - Internet Services

1. As a technical assistant, I am a pivotal team member dedicated to ensuring the smooth functioning of technical operations within the organization. My role involves providing comprehensive support.

KEY ACHIEVEMENTS AND RESPONSIBILITIES:

- Technical Support - Deliver prompt and effective technical assistance to end-users, addressing hardware and software issues. Utilize strong problem-solving skills to troubleshoot, diagnose, and resolve technical problems, ensuring minimal disruption to daily operations.
- hardware maintenance - oversee the maintenance and upkeep of hardware infrastructure, including computers, servers, and peripherals. Perform routine checks to enhance equipment performance and extend its lifecycle.
- Software Installation and Configuration - Install, configure, and update software applications, ensuring compatibility and optimal performance.
- Documentation - Develop and maintain comprehensive technical documentation, Contribute to knowledge sharing initiatives to empower end-users and enhance overall technical literacy within the organization.
- Collaboration with IT Teams - Collaborate with IT professionals and cross-functional teams to address complex technical challenges. Participate in team meetings, Contributing insights and technical expertise to drive solutions and improvements.

Sep 2021 - Oct 2022
(1 Year, 1 Month)

Technical Support - OSCE staff

Davao Medical School Foundation Inc.
HealthCare / Medical
Davao City

TECHNICAL SUPPORT - OSCE STAFF

As technical support professional within the OSCE Medical Laboratory at DMSFI. my primary responsibility is to ensure the seamless operation and functionality of laboratory equipment and systems, specifically tailored to support the Objective Structured Clinical Examination (OSCE) process. My role involves a diverse range of tasks aimed a maintaining a conducive environment for medical examinations and assessments.

- Equipment Maintenance and Troubleshooting - Conduct routine maintenance on medical laboratory equipment use in OSCE examinations. Diagnose and troubleshoot technical issues to minimize downtime during examinations.
- System Administration - Manage and oversee the technical infrastructure supporting the OSCE medical Laboratory. Ensure the smooth functioning of computer systems, networks, and software applications relevant to the examination procedures.
- Training and Support - Provide technical training and support to laboratory staff and medical professionals involved in OSCE examinations. Develop and update training materials to keep staff informed about the latest technological advancements.
- Documentation - Maintain comprehensive records of equipment maintenance, troubleshooting procedures, and system configuration. Document and report any issues or discrepancies encountered during examinations.

Educational Attainment

Jun 2013 - Mar 2018

Don Carlos Polytechnic College

Bachelor's / College Degree
BSIT

Government Documents

Passport

ID Number: P6020203C
Place of Issue: DFA TAGUM
Date of Expiration: Nov 23, 2033

Skills

Technical troubleshooting | Software and Hardware Knowledge | Equipment maintenance | Systems administration | Training and Support | Documentation | Adaptability | Collaboration and Communication | Flexible

Languages

English | pilipino

Character References

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Delia Villarubia

Barangay Secretary
Barangay Sinangguyan Officials
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