John John Navarro

IT Professional

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

🗄 Work History

2023-11 - Current

Safety Officer

Aggreko Philippines, Quezon City

- Inspected facilities for adherence to fire, hazard, and safety guidelines.
- Recognized, documented, and advised on removal of hazards.
- Inspected worksites, practices, and gear for compliance with established safety standards.
- Responded to any emergencies as instructed and with utmost efficiency.

2018-06 - 2023-08

Computer Technician

Colegio De San Gabriel Arcangel, San Jose Del Monte

- Responded to support requests from end-users and patiently walked individuals through basic troubleshooting tasks.
- Assessed system hardware and software and suggested modifications to reduce lag time and improve overall speed.
- Linked computers to network and peripheral equipment.
- Used diagnostic tools to identify hardware failures and replace non-functional components.

2017-09 - 2019-05

Computer Technician

☐ Datamex Institute Of Computer Technology / College Of St.Adeline, Quezon City

- Monitored systems in operation and quickly troubleshot errors.
- Refurbished PC systems and peripherals such as monitors, networking equipment, printers, and more.
- Set up and maintained user accounts and client access.

👤 Contact

Address
City of San Jose Del Monte, Bulacan 3023

Phone
0936 1973632

E-mail
jjvn4lyf@yahoo.com

🧩 Skills

Occupational safety

Protective equipment

Operating system testing

Peripheral repair

Hardware and software installation

Shipment planning

Utilization reporting

2016-10 -
2017-05

Assistant Warehouse Supervisor

☐ *KIRIN Resources Inc, Meycauayan*

- Offered expertise in inventory management and current stock levels to internal teams and customers to facilitate accuracy and product availability.
- Improved delivery plans with strong scheduling knowledge, organizational skills, and route development expertise.
- Completed timely and accurate daily logs to keep internal reporting accurate and track materials movements.
- Oversaw upkeep of equipment and physical condition of warehouse, identifying and ordering needed repairs, renovations, and replacements.

Education

2000-06 -
2003-03

Bachelor of Science: Computer Science

Sto. Rosario Sapang Palay College - San Jose Del Monte

1992-06 -
1996-03

High School Diploma

Sto. Rosario Sapang Palay College - San Jose Del Monte

JOHN JOHN V. NAVARRO