QUINAG, MARK ELLOH CAUNTAY

220 De Castro Subdivision Brgy. Putol Tuy Batangas
+639 263 046026
mquinag@gmail.com

OBJECTIVE

Looking for a challenging role in a reputable organization to utilize my technical, database, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector.

PERSONAL INFORMATION

Birthplace	:	Tuy, Batangas
Birthdate	:	March 29, 1997
Age	:	27
Sex	:	Male
Nationality	:	Filipino
Religion	:	Roman Catholic

EDUCATION

**Bachelor of Industrial Technology
major in Computer Technology**   2017
Batangas State University ARASOF-Nasugbu
Nasugbu, Batangas

High School Diploma   2013
Our Lady of Peace Academy
Tuy, Batangas

Elementary Diploma   2009
Jose Zabarte Elementary School
Putol, Tuy, Batangas

WORK EXPERIENCE

Philippine Fullwin Group of Companies Inc.   December 9, 2019 – March 15, 2024
IT – Administrator
25th Floor, Ore Central Building, 31st St. corner 9th Ave.,
Bonifacio Global City, Taguig City, Philippines 1634

Job Responsibility

1. Identifying opportunities for team training and skills advancements.
2. Overseeing and determining timeframes for major IT Projects including system updates, upgrades, migrations, and outages.
3. Running regular checks on network and data security.
4. Preserved IT Assets Inventory records.
5. Responsible for Netone, Ore Central and Dasma Village Wifi Connections.
6. Responsible for purchasing IT Assets in coordination with Admin department.
7. Act as a main contact for IT related concerns in Netone, Ore Central and Dasma.
8. Manage information technology and computer system of the company.
9. Conducting regular network evaluation and updates
10. Email Hosting
11. Video editing and ID Design
12. Conducting quarterly preventive maintenance.
    a. Software
      b. Hardware
        i. Printers
        ii. Servers
        iii. Laptop and Desktop
13. Ensure the security of data, network access and backup system.
14. Responsible for the installation of all IT Assets
    a. Software
        i. Operating System
        ii. Program Applications
    b. Hardware
        i.   Computer Desktop
        ii.   Laptop
        iii. Printers
        iv.   C C T V
        v. Wireless Access (Router, Extenders etc...)
        vi. IP Phones
15. Controlling and evaluating IT and electronic data operations.
    a. IT Assets quotation evaluation.
    b. IT Software and Hardware evaluation.
        i. Computer Desktop
        ii. Laptop
        iii. Printers
        iv. Security devices
        v. Network devices
16. Act in alignment with user needs and system functionality to contribute to organizational policy.
17. Software Management
    a. Dingtalk Application
        i. Process design
        ii. Evaluation
        iii. Implementation

Depromo Technology Inc.   October 17, 2018 – January 18 2019
IT Network Admin
The World Center Makati City.

Steel Corporation of the Philippines   April 11, 2018 – August 10, 2018
Machine Operator on Continuous Galvanizing Line (CGL) Exit
Technician
Munting Tubig, Balayan, Batangas

TECHNICAL KNOWLEDGE AND SKILLS

Operating Systems: Windows R2 2008, Windows 7, 8 and 10
Technical Support: Installation, Configuration & Troubleshooting of Hardware & Software
Languages: Visual Basic
Applications: MS Office (Word, Excel, PowerPoint), Adobe Photoshop CC 2014, Macromedia Fireworks MX 2004

PROFESSIONAL QUALIFICATIONS AND ACHIEVEMENTS

TESDA COMPUTER SYSTEM SERVICING NC II   **2015**
Technical Education and Skills Development Authority
Certificate No. 15041002026141

CERTIFICATE AND AWARDS

DEAN'S LISTER
2nd Honor

VICE PRESIDENT
College of Industrial Technology
Academic Year 2016-2017

2nd BEST THESIS OUTPUT
2nd Research Colloquium and 1st Students' Competition
Batangas State University ARASOF-Nasugbu

2nd BEST POSTER PRESENTATION
2nd Research Colloquium and 1st Students' Competition
Batangas State University ARASOF-Nasugbu

SEMINARS AND TRAININGS

MICROSOFT 365 TRAINING SEMINAR   July 20, 2023
The Linden Suites, 37 San Miguel Avenue, Ortigas Center, Pasig City

CAD TRAININGAND SEMINAR   October 1, 8, 15, 22, 2016
BatStateU ARASOF, Nasugbu, Batangas

TEAM BUILDING ACTIVITY   September 25, 2016
"Leadership: Soaring over Limitation, Leading
Everyone to a New Direction"

ROBOTICS PROGRAMMABLE   January 29, 2016
LOGIC CONTROLLER TRAINING-WORKSHOP
BatStateU ARASOF, Nasugbu, Batangas

PROGRAMMABLE LOGIC CONTROLLER   February 12, 2015
TRAINING-WORKSHOP
BatStateU ARASOF, Nasugbu, Batangas

**OCCUPATIONAL HEALTH AND SAFETY PRACTICES
FOR FUTURE ENGINEERS AND
TECHNOLOGIST Workshop Seminar**
BatStateU ARASOF, Nasugbu, Batangas

October 23, 2014

**ANNUAL DISASTER PREPAREDNESS AND WASTE
MANAGEMENT TRAINING DAY**
BatStateU ARASOF, Nasugbu, Batangas

August 11, 2013

PERSONALITY DEVELOPMENT
BatStateU ARASOF, Nasugbu, Batangas

May 23, 2015

ON THE JOB TRAINING

Citi Corner Graphics and Computer Services
On-The-Job Training II
Nasugbu, Batangas

2015 - 2016

Central Azucarera Don Pedro Inc
On-The-Job Training I, Safety Office
Brgy. Lumbangan, Nasugbu, Batangas

2014 - 2015

REFERENCES

Ms. Erma Lacson

Paralegal – Paili Holdings Corporation
+63-9560933738

Mr. Miao Han
Former HR Director of Paili Holdings Corporation
+63-99452836520

I hereby certify that the above information is true and correct.

<u>Mark Elloh C. Quinag</u>
Applicant