

# ERWYN F. VASQUEZ

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## Objective:

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the agency.

## ■ Professional Summary

- Professional TESDA Driving Instructor, Ambulance Operator, and Truck Operator
- Highly experienced PC technician with strong background in software/hardware computer repair (field and lab) and IT network system administration.

Qualified for the following:

- Troubleshooting, analysing and repairing problems of computer elements such as desktop computers, laptops and various components/peripherals of an IT network.
- Performing CCTV, computer installation and operating system configuration in designated networks.
- Administering and monitoring performance of LAN/WAN network using remote connection tools.

## Technical Skills:

### Computer Hardware and Software Applications

- Operating Systems – Win XP, 7, 8,10 NT, 2013, OS X and Linux-based OS
- Microsoft Office suites – 2003/2007/2010
- MS Exchange
- Antivirus and firewall
- Various types of PC hardware such as, Apple/Mac, Dell, HP and Toshiba
- Hard drives, monitors, printers, scanners and video equipment

### Key Skills and Strengths:

- Efficient trouble-shooter and problem solver.
- Knowledgeable in procuring proper specification materials/parts needed for repair and replacements of computers.
- Customer service oriented: Ability to serve and communicate with different types of customers efficiently.
- Effective time management – Can solve complex system problems in minimum time.
- Communication skills, dealt with different nationalities during disaster response, standby medic, and as a trainer for drills.
- People manager during disaster drills.
- Critical thinker and Solution maker during life related response and rescue.

### Machining

- Lathe Machines
- Grinding Machines
- Milling Machines

## ■ Professional Experience

### TESDA Driving Instructor

La Union TekBok Training Provider    City of San Fernando La Union    October 1, 2016- Sept. 30, 2017

### Computer Technician

Provincial Government of La Union    City of San Fernando La Union    October 1, 2012 – June 30,2016

### Selected Performance

- Planned, assembled and installed computer systems in designated networks as per specifications.
- Installed and configured IT network components and assisted in the implementation of designed IT network configuration.
- Performed customer services on different firms' departments and resolved hardware and software technical problems in the system elements after detailed analysis, including computer failures and software malfunctioning.
- Monitored and administered IT systems of firms and made recommendations to senior managers regarding hardware replacements, upgrades and new installations required.
- Provided solutions and technical guidance to clients facing technical issues and difficulties.

- Maintained records of hardware issues, performance and supplies.

## ■ Education & Qualifications

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- Bachelor of Science degree in Computer Engineering- 2002-2004 AMA Computer University, Project 8 Quezon City
- Technical training course [related fields],AutoCAD, Programming
- Certification in IT Networking and Hardware
- High School Diploma
- Certification in Adobe Photoshop(Graphics Design)
- Undergraduate of Bachelor of Science in Physical Therapy

### Vocational Courses:

- **Driving Light Vehicle NC II**
- **Machining NC II**

## ■ Career History

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### La Union Medical and Diagnostics Center

Catbangan, City of San Fernando La Union Philippines

Ambulance and Bus Driver/ Institutional Worker August 6, 2021-Present

#### Duties:

- Drive ambulances to assist injured or sick individuals.
- Move patients onto stretchers to bring onto vehicle.
- Replace supplies in the ambulance weekly.
- Administer first aid, including CPR and bandaging, once at the destination.
- Assists in the transport of patients and does errands for the stations
- Assists breastfeeding mother to transfer on a wheelchair or stretcher for transport to ICU Department.
- Maintain the cleanliness of the area and sterility of the special unit.
- Helps changes and clean empty bedpans, urinals, kidney basin and suction bottles and secure them in proper storage.
- Assists the patient to move in bed or to wheelchair/stretcher and transport them to Radiology Department, Ultrasound, Diagnostics or OR/DR Complex for any procedure to be done.
- Sends any requests to Pharmacy, CSR, Laboratory, Radiology, Diagnostics and other department with the corresponding request logbook.
- Sends specimens to laboratory for examination as well as other diagnostic requests to the Radiology, Diagnostics and Pulmonary Department.
- Facilitates Emergency Purchases (EP) of medicines/supplies and Send-outs of laboratory tests
- Assists in credit memo of excess supplies for patients to be discharged
- Helps in transporting Direct-To-Room admissions (DTR); Gets Patient's Data Sheet and delivers it to the designated areas
- Monitor and checks all Oxygen tanks and gauges on assigned station and update the Supervisor or Charge nurse on its status.
- Brings all empty Oxygen Tanks together with the designated folders to CSR dept. and ensure patient's oxygen tank is duly encoded by the Charge Nurse on duty.
- Always available for any emergency; perform chest compression to patients that need CPR.
- Assists in providing post mortem care to an expired patient and accompanies the body to the morgue.
- Assists the ICU nurse on duty on lifting, turning, bed bath, mouth care and giving back rub.
- Assists the ICU nurse on duty for morning care and diaper changes.
- Assists nurse-on-duty in transporting babies to other unit for treatment surgery thru an incubator/crib.
- Assists nurse-on-duty in changing linen/positioning of critically-ill babies on mechanical ventilator.
- Operates, assembles, adjust or monitor equipment such as Oxygen Tank, droplight and suction machine to ensure proper operation.
- Assists to transfer patient from OR theatre to RR and assists to transport patient from RR to their respective rooms.
- Transport and assist in Mobile Clinic Operation such as mobile X-ray bus operation and vital signs monitoring

**Department of Interior and Local Government, Regional Office 1****Contact Tracer (Contract of Service)****September 30, 2020- December 31, 2020****Duties:**

- Augment or form part of a team of existing contact tracers who will normally provide the first point of contact of cases of COVID-19.
- Conduct case interviews, profiling, and perform an initial public health risk assessment of COVID-19 cases and their identified close contacts.
- Collaborate with other government agencies and private sector for the conduct of enhanced contact tracing.

**Department of Interior and Local Government, Regional Office 1****Administrative Aide V (Driver) Contract of Service****January 9, 2020- June 30, 2020****Duties:**

- Provides sufficient mobility support to personnel tasked to supervise and monitor the implementation of DILG I programs, projects and activities;
- Provides proper cleanliness and maintenance of the vehicle assigned to and facilitate preparation of documents to support the regular gas and oil change of said vehicle;
- Performs such other duties necessary in the performance of this contract of service

**Provincial Government of La Union City of San Fernando La Union October 1, 2012 – June 30, 2016****1. Computer Technician****2. Safety Officer and Emergency Vehicle Operator (Ambulance)****Duties;**

- Ensuring that the workplace has an adequate supply of fresh air.
- Increasing health and safety awareness at all levels within the company.
- Making sure that all seating provides adequate support for a person's lower back.
- Acting as an infection control officer.
- Ensuring compliance with relevant laws and statutes.
- Using and maintaining law enforcement and security equipment.
- Developing risk mitigation strategies.
- Investigating all injuries and accidents.
- Writing reports on all injuries and accidents.
- Deciding on where to locate fire extinguishers.
- Deciding on where an emergency exit should be.
- Making sure emergency exits are clear from obstacles.
- Making sure that all staff know the location of where the first aid kits are.
- Rendering first aid to employees and visitors in cases of injury or illness.
- Carrying out safety inspections.
- Arranging for the removal of hazardous waste and materials.
- Carrying out area safety inspections.
- Carrying out safety audits.
- Conducting fire drills.
- Patrolling parking facilities.
- Maintaining accurate administrative records of any emergency drills carried out.
- Participating in fire prevention programs.
- Participating in accident prevention programs.
- Maintaining statistical records of all reported incidents and accidents.
- Identifying potential safety or fire hazards.

**San Ka Pa Internet Cafe Bauang La Union March 8, 2009-August 6, 2009****Computer Technical Support**

- Managed to operate and troubleshoot computers and printers
- Assisted clients in using the computers and proper usage of networking

**CMC MAGNETIC CORPPORATION TAIWAN R.O.C. July 2006- July 2008****Machine Operator and Maintenance****Duties:**

- Managed to operate the assigned machine for quality production of optical discs
- Assisted Superiors in counting and segregation of damaged and low quality product
- Ensuring the best quality materials needed in the machines.
- Closely observed company rules, culture and policies.

**KEY SKILLS AND COMPETENCIES****Professional**

- Carrying out post incident analysis.
- Establishing workplace safety and health committees.
- Knowledge of good safety practices.
- Developing emergency procedures.
- Ability to maintain effective work relationships with people from all social backgrounds.
- Knowledge of first aid methods and techniques.
- Ability to work on own initiative.
- Knowledge of Microsoft packages.
- Physically fit and able to walk around for long periods of time.
- Superb report writing skills.

**Personal**

- Good timekeeping and attendance record.
- Can interact effectively with a diverse population.
- Committed to inclusion.
- Able to work collaboratively in a team setting.

**AREAS OF EXPERTISE**

Health &amp; Safety programs

Safety legislation

Emergency preparedness

Safety precautions

Computer Hardware Servicing

Driving

Machining

**Trainings**

Title	Inclusive Dates of Attendance	Number of Hours/ Days Conducted and Sponsored by	
First Aid and Basic Life Support	November 2022	24hours	Provincial Disaster Risk Reduction and Management Office
Water Search and Rescue, Rescue Watercraft Operation and Maintenance	June 6, 2016 to June 10, 2016	40 hours	Provincial Disaster Risk Reduction and Management Office
BASIC VEHICLE EXTRICATION	March 10, 2016 to March 12, 2016	24 hours	Provincial Disaster Risk Reduction and Management Office
OCCUPATIONAL FIRST AID	January 11, 2016 to January 16, 2016	48 hours	Philippine Red Cross
BASIC LIFE SUPPORT-CARDIOPULMONARY RESUSCITATION FOR LAY RESCUERS	January 11, 2016 to January 16, 2016	48 hours	Philippine Red Cross
AMBULANCE OPERATIONS AND MANAGEMENT	January 11, 2016 to January 16, 2016	48 hours	Philippine Red Cross
COMPUTER ENHANCEMENT PROGRAM-PHOTOSHOP TRAINING WORKSHOIP	September 16, 2015 to September 8, 2015	24 hours	Provincial Government of La Union- Office of the Governor- Management Information System Division
EMOTIONAL AND MENTTAL HEALTH SEMINAR	June 15, 2015 to June 17, 2015	24 hours	Provincial Government of La Union- Office of the Governor
BASIC FIRE FIGHTING COURSE	August 13, 2014 to August 17, 2014	40 hours	Bureau of Fire Protection, City of San Fernando La Union Fire Station
Driving NC II	February 16, 2017		CICOSAT College
MACHINING NC II	OCTOBER 11, 2017 TO DECEMBER 16, 2017	59 days	TESDA RTC 1 LA UNION

## ■ Personal Profile

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Gender	Male
Civil Status	Married
Date of Birth	July 21, 1976
Place of Birth	Bauang La Union
Age	47
Nationality	Filipino
Religion	Catholic
Height	5'6"
Weight	75 kg
Spouse Name	Leslie V. Vasquez
Fathers Name	Ernesto C. Vasquez
Mothers Name	Ma. Cynthia F. Vasquez
Language	English, Ilocano, Tagalog
Email:	<a href="mailto:erwynvasquez167@gmail.com">erwynvasquez167@gmail.com</a>

## ■ Character Reference

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**Jeanette Padilla**  
Municipal Social Development Officer  
LGU Luna La Union

**Jaquelyn Ducusin**  
DILG Provincial Officer  
DILG Provincial Office  
City of San Fernando La Union

**Dr. Evamarie Madayag**  
LUMED HOSPITAL  
Catbangan, City of San Fernando La Union  
2500 Phil



**ErwynFloresca Vasquez**

Applicant