



# MARLON R. ELLOS

## PROFILE

A highly motivated and hardworking individual. Proven academic and curricular achievements, and possess the right technical and soft skills required to propel the organization achieving its goals and objectives.

## CAREER OBJECTIVES

To be able to obtain knowledge to the endeavors I am into, to develop as a professional and have experience to be of substantial help to the company that will be acquiring my services. Also apply my knowledge and develop my full potential while contributing to the company as well.

## SKILLS

- Teamwork
- Software and Hardware knowledge as an IT
- Basic Network Fundamentals
- Other technical skills that need for the Implementation of the IT

## CONTACT

- +639162588616
- Ellosomarlon47@gmail.com
- Lucban, Quezon Philippines

## WORK EXPERIENCE

### Computer Programmer

Southern Luzon State University  
September 2023 – Current (Job Order)

#### ROLE AND RESPONSIBILITIES

- \* Develop and write computer programs to carry out specific tasks related to organizational goals;
- \* Create workflow diagrams and charts to demonstrate the functionality of programs before coding them.
- \* Run software tests to detect and resolve bugs and inconsistencies.
- \* Write code for software patches and bug fixes.
- \* Perform regular audits to identify software inefficiencies and brainstorm ways to improve workflow.
- \* Create and maintain documentation for all programs for internal and external use.
- \* Assists the institution in the creation and management of IT project proposals.
- \* Create solutions by writing and testing code with development tools.
- \* Writes documentation and operating manuals;
- \* System testing and modification to ensure reliability. \* Facilitates user training and support;
- \* Bug detection, diagnosis, and correction errors;
- \* Coding and debugging:
- \* Manages database systems;
- \* Perform other duties as may be required in the exigency of service if needed such as:
  - (IT Technical Support to an end User)
  - Computer Laboratory Assistance
  - Support other University Activities due to Technical Needed

## WORK EXPERIENCE

### I.T Technical Support

Emerio PH  
Deployed: Avida Land Corp  
September 2018 – October 2021

#### Summary Daily Routine

- Assist user regarding on difference problem on Computer, Laptop and Technical concern.
  - o Network connection
  - o File server sharing access (Synology Server)
  - o Assisting Network Admin and other Level 3 IT Infrastructure o Network Installation
  - o CCTV checking
  - o Providing Guest Wi-Fi for Avida Client
  - o Kaseya Managing
  - o Remote user via Kaseya and Team viewer.
  - o Physical checking not working Laptop/Desktop (Memory, power supply and other peripherals checking)
  - o Checking of Compatibility Issues Application.
  - o Desktops/Notebooks hardware, OS and standard applications installations and support.
  - o 2nd level support any Hardware issue need to check Physically printer/scanner and Physical checking issues.
  - o Configuring/Supporting Microsoft (Outlook 2007/2010/2016) and Microsoft office problem

## LANGUAGE

Tagalog: Native

English: Intermediate

## EDUCATION

### TERTIARY:

Southern Luzon State University

Lucban, Quezon

Bachelor of Science in Industrial Technology

Major in Computer Technology

Date Graduated: June 2017

### SECONDARY:

Lucban Academy

Lucban Quezon

Date Graduated: March 2013

### PRIMARY:

Casa Del Niño Jesus de Lucban

Lucban Quezon

Date Graduated: March 2009

## PERSONAL DATA

AGE :	25 years old
DATE OF BIRTH :	November 9, 1996
HEIGHT :	5'0
WEIGHT :	62kls
NATIONALITY :	Filipino
CIVIL STATUS :	Single
PLACE OF BIRTH :	Lucban, Quezon
RELIGION :	Roman Catholic

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

**Marlon R. Ellosa**  
Applicant

## WORK EXPERIENCE

### IT Staff

Holistic Approach System Inc.

Deployed: Toshiba Information Equipment Philippines Inc.

August 1, 2017 – July 31, 2018

### Job Description

#### Server Support

- Actual and History of Servers CPU Utilization
- Actual and History of Servers Disk Space Status
- Actual and History of Servers Memory Usage
- Actual and History of Servers Network Utilization
- Monitoring TEMPERATURE, UPS and HUMIDITY of Data Center
- Checking daily for ambers of the servers.

#### Biometric Admin Timekeeping tasks

- Maintaining, gathering and updating TIME IN/OUT logs of the employee.

#### Network Support

- Monitoring network utilization thru SOLARWINDS portals.
- Register MAC Address in INFOBLOX website
- Crimping cable
- Checking network connectivity in manufacturing line if needed.

#### Helpdesk Support

- Configuring PC/Laptop
- Format PC (Windows 7 and Windows 10)
- Replacement of defective parts of PC or Laptop
- Supporting internal user of the company

#### Others

- Checking of PC clock
- Contact vendor outside support (3rd party)

## CHARACTER REFERENCE

### Alex Bas

Associate Manager / Network Admin Avida Land Corp.

Company: Avida Land Corp. Company Address 909 40<sup>th</sup> Street, Bonifacio Global City, Taguig Philippines

### Eugenio Nabor

Sr. System and Network Admin Company: Avida Land Corp.

Company Address 909 40<sup>th</sup> Street, Bonifacio Global City, Taguig Philippines

### Jun Lorenzo

Former IT Manager / System Admin Company: Avida Land Corp.

Company Address 909 40<sup>th</sup> Street, Bonifacio Global City, Taguig Philippines

### Reynaldo V. Danganan

MIS-ICT Head / MIT Professor

Southern Luzon State University

Lucban Quezon Philippines