



JERSON P. TINGSON

PROFILE

- To be able to land into a job that best suits my capabilities and practice my learning in school into the real-world workplace.
- Dedicated professional seeking to utilize my organizational skills, educational background, and technical abilities in a dynamic work environment. With a background in teaching, IT support, sales, and multimedia, I aim to contribute effectively to team success and company goals.

CONTACT

PHONE: +971522897337

WATTSAPP: +971522897337

EMAIL:
jersontingson7@gmail.com

ADDRESS:
Muraqqabat Deira, Dubai

SKILLS

Microsoft EXCEL and Microsoft Office
Adobe Photoshop
Multimedia
AutoCAD
Computer Networks
IT Technician /Support
IT Support Engineer
Web Designing

EDUCATIONAL BACKGROUND

COLLEGE:

Central Mindanao College

Bachelor of Secondary Education major in Mathematics
Kidapawan City
March 2017

Colegio de Kidapawan

Bachelor of Science in Computer Engineering
Kidapawan City
March 2013

WORK EXPERIENCE

Colegio de Kidapawan

OIC HEAD ITE Department and Teacher

June 1, 2017 – July 5 2024

IT Administrator

Key Responsibilities:

- Administer and maintain the organization's network infrastructure, including LAN, WAN, and servers, ensuring reliable connectivity and system uptime.
- Implement and enforce security protocols to protect IT systems from cyber threats, including managing firewalls, antivirus software, and performing regular security audits.
- Provide technical support to employees, troubleshooting and resolving hardware, software, and network issues to ensure minimal disruption to business operations.
- Regularly update and maintain software and hardware, ensuring all systems are current, secure, and operating efficiently.
- Manage data backup processes and develop disaster recovery plans to ensure data integrity and availability in case of system failures or other emergencies.

IT Support Engineer

Key Responsibilities:

- Provided technical support for hardware, software, and network issues.
- Installed, configured, and maintained IT systems and networks.
- Diagnosed and resolved technical problems to ensure optimal system performance.
- Implemented security protocols and monitored systems for potential threats.
- Assisted users with troubleshooting and system access management.

Teacher

Key Responsibilities:

- Taught subjects in IT and computer systems, preparing students with technical skills.
- Designed and implemented lesson plans and curriculum to enhance learning.
- Provided academic support and guidance to students.
- Managed classroom activities, ensuring a positive learning environment.
- Assessed student performance and provided constructive feedback for improvement.

HIGH SCHOOL:**Antipas National High School**

Antipas, North Cotabato
March 2007

ELEMENTARY:**Kiyaab Elementary School**

Kiyaab, Antipas, North Cotabato
March 2003

SEMINARS/TRAINING TAKEN:

- Certified Licensure Examination for Teachers (LET) Passer
- Certified Computer Engineers
- National Certificate (NC) Level II in Computer System Servicing
- MikroTik Certified Network Associate
- MikroTik Certified Routing Engineer
- MikroTik Certified User Management Engineer
- MikroTik Training in Southern Baptist College, Mlang North Cotabato
- NC II Computer System Servicing Training TESDA in Kidapawan Doctors College Inc. North Cotabato
- Photoshop Seminar-Workshop in North Valley College Foundation Inc., North Cotabato
- Coach of Power Robotics Skills Competition in ICpEP Kidapawan City
- Hands-on Workshop on Mobile Application Development in Central Mindanao College, North Cotabato

Personal Information

AGE : 34 YEARS OLD
BIRTHDAY : DECEMBER 11, 1989
NATIONALITY : FILIPINO
GENDER : MALE
CIVIL STATUS : SINGLE
PASSPORT NO. : P3677219C
VISA : Tourist Visa

COTABATO ELECTRIC COOPERATIVE: COTELCO INC.**IT Administrator Assistant**

June 1, 2016 – April 30, 2017

Key Responsibilities:

- Monitoring and maintaining networks and servers.
- Upgrading, installing and configuring new hardware and software to meet company objectives.
- Implementing security protocols and procedures to prevent potential threats.
- Creating user accounts and performing access control.
- Performing diagnostic tests and debugging procedures to optimize computer systems.
- Documenting processes, as well as backing up and archiving data.
- Developing data retrieval and recovery procedures.
- Designing and implementing efficient end-user feedback and error reporting systems.
- Supervising and mentoring IT department employees, as well as providing IT support.
- Keeping up to date with advancements and best practices in IT administration.

LCE Enterprise Trading**Data Entry cum Sales**

May 1, 2014 – April 30, 2016

Key Responsibilities:

- Build and maintain strong relationships with new and existing customers, understanding their needs and providing solutions that meet their requirements.
- Meet or exceed sales targets by identifying and pursuing new sales opportunities, negotiating deals, and closing sales.
- Maintain a deep understanding of the company's products or services, effectively communicating their features, benefits, and value to customers.
- Conduct market research to identify potential customers, understand market trends, and stay informed about competitors' activities.
- Prepare and deliver persuasive sales presentations and product demonstrations to prospective customers, highlighting the benefits and advantages of the products or services.
- Track and report on sales activities, progress, and outcomes to management, using CRM software or other tools to maintain accurate records of customer interactions and sales performance.

I hereby declare that the above-furnished information is true and correct to the best of my knowledge.

ENGR. JERSON P. TINGSON
APPLICANT