CRISTIAN ROBERT S. VALLEJO

PROFESSIONAL SUMMARY

IT and Administrative Professional with experience in technical support, data encoding, system maintenance, office administration, and customer service. Skilled in remote communication, computer troubleshooting, Microsoft Office, internet systems, and administrative coordination. Seeking a Work-From-Home position where I can contribute technical and organizational skills.

CORE SKILLS

- Technical Support & Troubleshooting
- Data Entry & Data Management
- Microsoft Office (Word, Excel, PowerPoint)
- Email & Calendar Management
- Administrative Support
- Computer & Printer Maintenance
- Internet & Network Troubleshooting
- Remote Communication
- Software Installation & Setup
- Attention to Detail

WORK EXPERIENCE

HYUNDAI PAMPANGA INC. – TARLAC BRANCH | IT / ADMIN STAFF (June 2024 – Present)

- Process purchase orders, billings, cash advances, and office supply requests.
- Coordinate department requirements and administrative needs.
- Manage emails, phone inquiries, and documentation.
- Maintain computer systems, printers, and internet connectivity.
- Provide technical support and troubleshoot hardware/software issues.

PHILIPPINE STATISTICS AUTHORITY (PSA) | Registration Kit Operator (March 2021 – June 2022)

- Encoded client information with accuracy and confidentiality.
- Operated biometric, camera, and scanning equipment.
- Assisted clients during registration and identity verification processes.
- Managed computer systems and registration kits.

EDUCATION

Bachelor of Science in Information Technology
Tarlac State University
Graduated: August 2019

TRAINING & SEMINARS

- TensorFlow
- Cloud Security
- ICT Competence Certification and Professionalization
- Different IT Career Streams and Technologies Required to Succeed

ADDITIONAL TECHNICAL SKILLS

- Computer Networking
- AutoCAD
- Lumion 8/9/10
- SketchUp
- Software Installation & Configuration