



Wilbert E. Ilagan

Cavite, Philippines wilbert.avoid28@gmail.com +639476331716

SKILLS

Strong Organizational Skills that apply as a standard work ethic for presentation such as reports and feedbacks
Detail Oriented employee that embraces straight assigned process in order to maximize the effectiveness of work
Productive worker under pressure and highly motivated
Highly Capable and Productive in all Data Entry Tasks
Effective and positive team player known for contributing effective creative solutions
Strong Communication Skills that is able to convey information clearly and effectively
Strong Troubleshooting Skills for hardware (Computer) and software (OS)
Excellent in Tracking and Maintaining document in a timely manner

SOFTWARE

- Microsoft OFFICE v2003-2016 (Level II-III)
- Active Directory
- Remedy Application
- CCTV installation
- Adobe Photoshop / Audition3 / Acrobat
- Remote Desktop
- Visual Basic 6.0
- PHP/HTML
- Windows Operating System

EDUCATION

COLLEGE DEGREE

Bachelor of Science in Information Technology (BSIT)

STI SOUTHWOODS COLLEGE

Carmona Cavite, Philippines

Year: 2008 – 2015

PERSONAL INFORMATION

Date of Birth	: January 28, 1988	Citizenship	: Filipino
Age	: 38 years' old	Status	: Single
Gender	: Male	Visa Status	: Unemployed (Free zone)

PROFESSIONAL BACKGROUND

IT Admin Assistant (IT Department)

ZAMPERLA ASIA PACIFIC inc.

Carmona Cavite, Philippines

January 2016 – 2018

- Support test and troubleshoot hardware and software problems related to client/employee users
- Discuss and finalizes product presentation
- Provide Timely Tracker for all Company Proposal
- Assisting Sales team with Quotation Analysis
- Preparing and Coordination Product Proof of Concepts
- Participates in the development and preparation of short-term and long-term plans and budgets based on organization's goals and objectives.

Data Processing Associate (DPA)

Appen Services Philippines.

Advincula Ave Lancaster, Imus Cavite, Philippines

November 2020 – February 2023

- Data processing programs to supply information into a database or documentation platform or to transcribe data via chromebook.
- Annotates person, things, cars depend on the client's need.
- Content Moderator on a certain site where unnecessary content needs to be removed.