

Jeric C. Lajada, MIT

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OBJECTIVE

To have a full-time position where I can use my acquired skills and ability which will benefit my employer and provide an opportunity for career growth.

SKILLS AND SPECIFICATION

- Passionate, hard worker and well-organized Professional with Power to Prioritize
- Advance customer service skills with good presentable behavior
- Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information, Professionalism, Problem Solving, Verbal Communication
- Computer Literate Specializes in Proficient in MS Office Word, Excel, PowerPoint, Adobe Photoshop, HTML, Java Programming, Adobe Flash, Game Maker, Sketch up, AutoCAD 2D, Android Studio.
- Knowledgeable in SAP Business One, from financials, purchasing, sales, managing business partner master data and item master data, inventory, production, MRP and managing the users and their authorization.

WORK EXPERIENCE

FUFU PHILLIPPINES (DITO TELECOMMUNITY)

SEPT 15, 2021 – PRESENT

POSITION: FUNCTIONAL CONSULTANT (O&M ENGINEER)

- Provide technical assistance and gathering requirements for the system enhancement.
- Provide technical operation support for the ERP system that is closely integrated with SAP IT system.
- Perform the System version release, this release includes updates, enhancements, bug fixes, and new features that have been developed and tested.
- Creating knowledge base documentation that provides detailed information and instructions on how to use software help users understand and operate the system effectively, troubleshoot common issues, and make the most of its features.
- Perform systematic root cause analyses.
- Identify corrective action required to improve designs and provide sound documentation of the investigation results.
- Perform User Acceptance Testing (UAT) before the deployment.
- Perform functional testing, evaluating the software's behavior by providing specific inputs and examining the outputs to ensure they match the expected results.
- Experienced in handling IT service requests, including troubleshooting, user support, and system configuration to ensure seamless operations.

STI COLLEGE – DASMARINAS, CAVITE – PHILIPPINES

NOV 2015 – JUNE 2021

JUNE 2012 – MAY 2015

POSITION: IT INSTRUCTOR

- System Integration and Advance System Integration (ERP System such as SAP Business One)
- Computer Fundamentals (Word Processors and Electronic Spreadsheets and PowerPoint Presentation)
- Office Productivity Tools 3 (Linux and OpenOffice.Org)
- Computer Programming 1 & 2 (Java)
- Computer Programming 3 (C#)
- Web Programming (JavaScript, PHP)
- Data Structure (Java)

- Systems Analysis and Design
 - Mobile Application Development (Android Studio)
- ATLANTIS MARINE SERVICES L.L.C – FUJAIRAH U.A.E**
 JULY 2015-AUGUST 2015
POSITION: OFFICE ASSISTANT/IT SUPPORT

- Answer phones and transfer to the appropriate staff member
- receive, sort and distribute incoming mail
- Maintain office filing and storage systems
- Update and maintain databases such as mailing lists, contact lists and client information
- Co-ordinate and organize appointments and meetings
- Ensure office equipment is properly maintained and serviced
- Perform work related errands as requested such as going to the post office and bank
- Assigned in making Purchase Order and Quotations.
- Responsible in filling important documents.
- Other task assigned by General Manager.

PROJECT HANDLED/DEVELOPED

**Web Based Information System for Orient Aviation Corporation
 (Project Leader)
 Ongoing**

- an online platform that helps manage various school operations efficiently. It can be used by students, teachers and administrators to access and update school-related information.
- oversee the planning, execution, and delivery of a software project while ensuring that it meets technical requirements, deadlines, and budget constraints. My role combines technical expertise, team management, and strategic planning.

**Website for Chunnel and Channel Realty Marketing & Development Corp
 (Project Leader)**

- a website that focuses on providing information, services, and resources related to the real estate industry. This website offers features such as property listings, market trends, agent profiles, and tools to help buyers, sellers, renters, and real estate professionals navigate the real estate market.
<https://chunnelandchannel.com/>

**3D Wayfinding Kiosk
 (Lead Developer)**

- A 3- dimensional wayfinding kiosk that can help the student and visitor to navigate and find their way. The goal of a wayfinding system is to reduce confusion, enhance user experience, and improve overall navigation within a complex space.

NON-TEACHING POSITION

BSIT Thesis Coordinator
 ICS Department
 STI College Dasmariñas
 Nov 2016 – Nov 2017

GUEST SPEAKER

E- Marketing: The Effective use of ICT
 XCEED REALTY & DEVELOPMENT
 Brgy Lalaan II, Silang Cavite
 August 05, 2018

ACADEMIC ACHIEVEMENT

Best Presentation
 “MAPTAP: A- 3-Dimensional Wayfinding Kiosk”

Big Hotel Cebu, Philippines
March 27 – 29, 2019

EDUCATIONAL ATTAINMENT

POSTGRADUATE: : **STI Academic Center Cubao
P. Tuazon, Cubao, Quezon City
2017 – 2019
Master in Information Technology**

TERTIARY : **STI College Dasmariñas
N. Guevarra ST., Zone 1 Dasmariñas Cavite
SY 2008 - 2012
Bachelor of Science in Information Technology**

TRAININGS AND SEMINARS

Train the Trainer Program (Sap Business One on Cloud)

January 27-29, 2021

Train the Trainer Program workshop for SAP Business One

STI Academic Center, Ortigas Avenue Extension, Cainta, 1900 Rizal
November 25 – 29, 2019

ICTCBW 2019

International Conference on Technological Challenges for Better World 2019
Big Hotel Cebu, Philippines
March 27 – 29, 2019

2nd National Research and Education Conference

Crown Legacy Hotel, Baguio City
May 25 – 27, 2018

Auto CAD 2D

Power Skills Training Center (April 2014 – May 2014)
3rd Floor LKC Bldg. Don P. Ave. Zone IV, Dasmariñas City Cavite

Practicum Trainee

Accounting Department (January 2012 -April 2012) First Solid Builders Inc.

Preparation Seminar

STI College Dasmariñas (March 2012)
N. Guevarra St., Brgy. Zone 1, City of Dasmariñas, Cavite

Drupal Camp Manila 2012

Science Institute, University of the Philippines (February 25, 2012)
Quezon City

Summer Leadership Camp 2011

First City Providential College Francisco (April 2011)
Homes Sub., San Jose Del Monte Bulacan

CHARACTER REFERENCES

Available upon request

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

Mr. Jeric C. Lajada