

# MARCO MATILDO

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IT Support Specialist / Data Entry Specialist

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## CONTACT

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09272489299  
mmatildo98@gmail.com

## PROFILE

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To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management skills, and problem-solving skills. A detail-oriented and curious learner seeking a job position in the IT field bringing my knowledge in coding and IT support to efficiently fulfill the requirements of clients and customers

## SKILLS

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IT Support  
Data Entry & Research  
Google Applications  
Software/Hardware  
Github

## EXPERIENCE

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IT Support – Abreeza Concentrix

**06/2021-07/2021**

Worked with hardware components, including RAMs, hard drives, and GPUs. Troubleshoot and repair hardware and software issues. Installed baseline software for newly re-imaged system units.

Web Developer – Alemhar Startup

**07/2019-12/2019**

Provided front-end website development using WordPress, PHP, Javascript, and Bootstrap CSS. Maintained and redesigned pages for a US client using WordPress

Data Entry Specialist – Flatworld Solutions

**12/2019-04/2020**

Completed data entry tasks with accuracy and efficiency. Corrected data entry errors to prevent later issues such as duplication or data degradation. Compiled data and reviewed information for accuracy prior to input. Evaluated source documents to locate needed information.

Web Developer Intern – IdeaHub IT Solutions Provider Inc.

**11/2018-02/2019**

Maintained database and import filtered data according to client's specification using PHP scripts. Coded websites using HTML, CSS, JavaScript, jQuery, and PHP. Provided front-end website development using WordPress, PHP, Javascript, and Bootstrap CSS. Maintained and redesigned pages for a US client using WordPress.

## EDUCATION

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University of the  
Immaculate Conception

**2015-2019**

BS in Information  
Technology

Christian Colleges of  
Southeast Asia

**2011-2015**

High School Graduate