

JOMER A. BIASON

Barangay Biclatan, City of General Trias, 4107 Cavite, Philippines

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WORK EXPERIENCE

- MIS Assistant - Management Information System Department
ECLC, The Midland Plaza, Ermita, Manila | June 2025 - Present.
Collaborate with the IT team to troubleshoot software and network issues, minimizing system downtime.
- Technical Support - Technical Support Group
iQor, Dasma 01, Dasmariñas, Cavite | October 2024 - May 2025.
Resolved complex technical issues for customers, maintaining high satisfaction scores through efficient problem solving.
- Station Head - Retail Business Department
SeaOil, SCI Zone III Amuntay Road, Dasmariñas, Cavite | January 2023 - August 2024.
Managed daily financial operations, including cash reconciliation, inventory audits, and sales reporting.

TECHNICAL SKILLS

- Development: HTML, CSS, Google Sheets Apps Script, Microsoft Excel Macros.
- Database & IT: Linux Bash Scripts, MongoDB, Airtable, AWS, System Troubleshooting, Hardware Maintenance, Data Security.
- Operations: Inventory Management, Financial Reconciliation, SEO, Digital Marketing.

PERSONAL SKILLS

- I'm comfortable tackling projects on my own but just as happy jumping in to help the team.
- I'm highly organized and love finding the most efficient way to get things done.
- I'm a big fan of keeping things simple, direct, and easy for the team to follow.

EDUCATION

- Bachelor of Science in Computer Science
Cavite State University - Imus Campus (2017 - 2023) Cavite Civic Center Palico IV, Imus, 4103 Cavite
Cavite State University - Rosario Campus (2013 - 2016), Tejeros Convention, Rosario, 4106 Cavite

ACHIEVEMENTS / RESPONSIBILITIES

- Student Assistant - Business Management (2017 - 2018, CvSU - Imus Campus)
- Student Assistant - Department of Computer Studies (2015 - 2016, CvSU - Rosario Campus)

TRAININGS ATTENDED and ONLINE COURSES COMPLETED

- Technical Compliance Workshop (2026, Credit Information Corporation)
- Search Engine Optimization (2024, Hubspot)
- Inventory Management (2024, HP Foundation)
- Installing and Configuring Computer Systems (2022, TESDA)
- Fundamentals of Digital Marketing (2021, Google Digital Garage)

REFERENCES

References available upon request.