

RONIE R. PACTOL

PERSONAL INFORMATION

361 F- Avocado St, Balingasa, Quezon City 1115 | 63+ 946 031 8296 viber | roniepactol@gmail.com
Age 22 | March 16, 2003 | W/ SSS, Pag-IBIG, & PhilHealth | visit my website portfolio: roniepactol.site

Highly motivated and adaptable job seeker eager to grow, support myself, and build a stable future. Willing to travel, relocate, or rent for work. Dependable, quick to learn, and committed to delivering quality results. Dedicated to continuous improvement, teamwork, and contributing to company success.

EDUCATION

Bachelor of Science in Information Technology (BSIT)

TESDA National Certificate II (NC II) – Computer Systems Servicing, COC 1–4, [Valid until 2030]

- Familiar with programming languages: C++, C#, Python, Ruby (basic working knowledge)
- Web Development (HTML, CSS, PHP, JavaScript, SQL), basic working knowledge, often supplemented by AI tools for support
- MS Word, Excel, PowerPoint

WORK EXPERIENCE

Service Crew – Jollibee Gagalangin Jan – Apr 2024

Accounting and HR Department

March to June 2025 | 350 Hours and got absorb 2025

- Encoded sensitive employee information and updated master files.
- Managed 201 files and organized employee records.
- Assisted in applicant interviews and recruitment processing.
- Supported benefit processing (SSS, Pag-IBIG, PhilHealth).
- Helped in payroll preparation and filing of HR documents.
- Assisted in ABSORB/ABSORBEE processing and documentation.
- Deployed applicants to assigned clients and coordinated their requirements.
- Created reports related to applicant deployment, employee status, and HR updates.

SKILLS & ABILITIES

- **Web Development:** Created a basic online flower shop with an ordering system using HTML, PHP, and MySQL.
- **Project Management:** Planned, organized, and executed projects from the ground up.
- **Problem-Solving:** Quickly identified and implemented effective solutions during unexpected challenges.
- **Interpersonal Skills:** Engaged with people in a friendly, professional manner and cooperated effectively with diverse groups.
- **Administrative Skills:** Maintained accurate records, managed documentation, and supported office processes.
- **Continuous Learning:** Actively enhancing programming knowledge to expand career opportunities.

PROJECTS & TECH EXPERIENCE

- Developed a basic online flower shop with ordering system using HTML, PHP, and MySQL.
- Created and assisted in designing an agency recruiting website for online applications.
- Built simple Google Sheets trackers and basic automation formulas.

VOLUNTEER EXPERIENCE

Multimedia Photographer – Caloocan Church Media Ministry (2023–Present)

- Captured and edited photos/videos for events and services.

Community & Youth Activities

- Joined youth camps, outreach programs, and teamwork activities.

Looking forward to any opportunity you can offer. Thank you for considering my application.

– Ronie R. Pactol