ALDRIN CANUNAYON

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PROFESSIONAL SUMMARY

Recent IT graduate with hands-on experience in technical support, system administration, and hardware troubleshooting. Technical skills include Windows deployment, network configuration, and web development. Proven ability to resolve technical issues, support end-users effectively, and deliver functional web solutions for clients. Ready to contribute technical expertise and problem-solving skills in an entry level IT support and technical administration roles.

MY EXPERIENCES

Internship | Wilmar Edible Oils Philippines Inc.   **February 2025 - May 2025**
Hardware & System Administration

- Reformatted and deployed Windows 10/11 on multiple workstations, ensuring proper configuration and performance
- Installed and configured business-critical software including AutoCAD, MS Office Suite, and security applications
- Resolved Outlook connectivity issues and provided technical support for end-users across departments
- Set up and configured network-connected hardware including printers, computers, and peripheral devices
- Assisted with CCTV system installation and performed routine system maintenance checks
- Coordinated with Store department for hardware procurement and technical requirements.

Freelance WordPress Experience | Devkev   **May 2025 - Sept 2025**

- Developed and customized client websites using WordPress, implementing custom themes and plugin configurations
- Diagnosed and resolved layout issues, plugin conflicts, and functionality errors during development cycles
- Applied PHP, HTML, CSS to implement custom features and design specifications
- Collaborated directly with clients to gather requirements, troubleshoot issues, and deliver solutions.

PROJECTS

EWP Australia (Truck Listing Website)   **July 2025 - August 2025**

- Built custom content management features using Advanced Custom Fields (ACF) for dynamic truck inventory display
- Developed custom PHP functions and modified theme files to optimize administrative workflows
- Implemented responsive layouts and styling adjustments using HTML and CSS
- Configured WordPress form plugins and built custom HTML forms using Bootstrap grid classes for responsive layouts

Web-Based Order Processing System - Capstone Project   **July 2024 - December 2024**

- Developed a complete order processing system with real-time data distribution for order tracking and inventory management
- Implemented role-based access control and authentication to secure sensitive business data
- Designed interactive dashboards with data visualization to display sales trends and support management decision-making
- Built in-app messaging and notification system to streamline communication between staff/users

TECHNICAL SKILLS

Operating System & Support
Windows 10/11, PC assembly and configuration, software installation, hardware troubleshooting
Networking
TCP/IP, DNS, DHCP, network diagnostics (Ping, Tracert), basic network setup and troubleshooting
Web Development
HTML, CSS, JavaScript, PHP, MySQL, WordPress, Advanced Custom Fields (ACF)
Software & Tools
Microsoft Office Suite, AnyDesk (installation/support)

EDUCATION

Bachelor of Science in Information Technology   **2021 - 2025**
Gingoog City Colleges Inc.

ADDITIONAL INFORMATION

- Available for IT support and technical administration roles
- Interested in expanding expertise in system administration and networking