

LESTER JAMES A. GUMERA

Little Tokyo Maguikay Mandaue City
Cebu City, Philippines 6014
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LESTERJAMESGUMERA@GMAIL.COM



EDUCATION

Master in Vocational Education (30 units)

Cebu Technological University
R. Palma Street Cebu City
S.Y. 2016 – Present

Diploma in Professional Education (18 units)

University of Cebu Lapu-lapu Mandaue
Looc Mandaue City, Cebu
S.Y. 2014

Bachelor of Science in Information Technology

ACLC/AMA Computer Learning Center
S.Y. 2006-2008 2009-2012
Door F-K Northpoint Business Center, MC Briones Highway, Mandaue City, Cebu

WORK EXPERIENCE

TRAINER

ALORICA CEBU
IT Park Lahug Cebu City
March 2020 – July 2021

Job Description

- Conduct product training for New Hires, Trainees, Supervisors and Managers
- Monitor the progress of training and their completion.
- Conduct professional self-development trainings, IT best practices and etc.
- Create weekly assessment for alignment and retention

INSTRUCTOR

ACLC COLLEGE OF MANDAUE
Northpoint Bldg. Mandaue City, Cebu
S.Y. 2015 – 2020

Job Description

- Conduct classes for College and Senior High Students
- Provide assistance in the subject Matter
- Create weekly assessment for alignment and retention
- Schedule PTA meetings for student updates and concerns

INSTRUCTOR

DATAMEX INSTITUTE OF COMPUTER TECHNOLOGIES
Looc Mandaue City, Cebu
S.Y. 2014-2016

Job Description

- Conduct classes for College
- Provide assistance in the subject Matter

- Create weekly assessment for alignment and retention
- Schedule PTA meetings for student updates and concerns

TECHNICAL SUPPORT REPRESENTATIVE

Teleperformance Inc.

March 18, 2014 – October 18, 2015

Business Park Ayala Cebu City

Job Description

- Receive calls from customers asking technical help (phone, desktop, laptop, internet concerns and walk through)
- Identify/Determine computer specifications, hardware and software parts and internet related hardware's for procurement to be delivered by technician on field.
- Contact best suppliers
- Negotiate Terms and agreement
- Process, finalize and receive order
- Assist customers billing and order concerns

PRODUCTION ASSOCIATE/DATA ENTRY

INNODATA KNOWLEDGE SERVICES, INC.

September 1, 2011 – September 1, 2012

HVG I.T. Park, Subangdaku, 6014 Mandaue City, Philippines

Job Description

- Gather specific information through provided data
- Encode data
- Assess data for reporting
- Proof reading to ensure output

OJT

IT STAFF

ASPAC RURAL BANK

JUNE 2011 – MARCH 2012

COMPUTER SKILLS

- Proficient with Microsoft Word, Excel, PowerPoint, Photoshop and etc.
- Strong background in Computer Hardware and Software Troubleshooting & Network Administration
- Licensed Trainer for Computer Systems Servicing NCII, Trainers Methodology and Assessor for TESDA
- Has an average of 60-70 Words Per Minute Typing Speed

PERSONAL INFORMATION

Age: 31

Sex: Male

Skin: Fair

Status: Married

Licenses:

- Professional Driver's License 1, 2 Restriction
- Licensed Professional Teacher
- Licensed TESDA Trainer

CHARACTER REFFERENCE

Pastor Carlo Armecin

Pastor

March of Faith Church

FB: Carlo Armecin