

RJ P. QUIMOSQUIMOS

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PROFESSIONAL SUMMARY

Tech-savvy and highly analytical Computer Engineering graduate experienced in system integration and workflow coordination. Adept at managing project documentation and analyzing data to drive smart operational decisions. Brings strong problem-solving skills to bridge technical gaps, streamline daily processes, and optimize overall team efficiency.

KEY SKILLS

Google Workspace | Microsoft Excel | Data Entry | SEO | Web Development | Wordpress | n8n Automation | Data Analytics | Canva | Time Management | Attention to Detail | Adaptability

PROFESSIONAL EXPERIENCE

Technical Support and Administrative Intern

Cortech Systems Corporation | 2026

- Assisted with the deployment and configuration of CCTV, intercom, and security gate systems across multiple client sites, supporting installation teams during a 240-hour technical internship.
- Prepared project documentation, pricing calculations, and client quotations, helping maintain accurate records and streamline administrative workflows.

SEO Assistant

DumaSpace | Designer Direct Perfume and Sunglasses | 2023 - 2024

- Updated product keywords and monitored keyword rankings and search visibility, supporting SEO efforts and improving the discoverability of e-commerce listings.
- Edited product images, descriptions, captions, and inventory status, maintaining accurate and optimized content across the company's digital storefront.

RELEVANT EXPERIENCE

CpE Secretary

College of Computer Studies and Engineering Student Organization | 2023 - 2026

- Managed organizational records, meeting minutes, and internal documentation to maintain accurate and accessible information for officers and members.
- Coordinated schedules, announcements, and communication between student leaders, faculty advisers, and participants for department activities and events.

EDUCATION

Bachelor of Science in Computer Engineering

Asian College Dumaguete | Dumaguete City, Philippines | 2026

Awards: Systems Analyst / Network Administrator of the Year

Relevant Coursework: Web Development for website maintenance and digital content management, Technical Writing for documentation and professional communication, Programming for workflow automation and data processing, Networking Fundamentals for system support and technical troubleshooting

CERTIFICATIONS

- Data Analytics Essentials - Cisco Networking Academy - 2026
- Introduction to Cybersecurity - Cisco Networking Academy - 2026
- Analyzing IoT Data in Python - DataCamp - 2026
- JavaScript Algorithms and Data Structures V8 - freeCodeCamp - 2025
- Front End Development Libraries V8 - freeCodeCamp - 2025