RICHARD ROBLES

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PROFESSIONAL SUMMARY

Motivated 4th-year Bachelor of Science in Information Technology student with hands-on experience in IT support, networking, and web development. Proven record of setting up and troubleshooting office systems, building web applications, and delivering client-focused service as a freelance professional stylist. Strengths in problem-solving, teamwork, and clear communication. Seeking an entry-level IT role where I can contribute technical skills and grow into a full-stack developer.

TECHNICAL SKILLS

Programming and Web: HTML, CSS, JavaScript, React, PHP, Java, Python

Databases: MySQL, database design, SQL queries

Networking and Systems: Network configuration and troubleshooting, router and switch setup, Windows and Linux administration fundamentals

Security: Cybersecurity fundamentals, ethical hacking coursework

Tools: Git, Visual Studio Code, Microsoft Office, Google Workspace

PROFESSIONAL SKILLS

Communication, Leadership, Teamwork, Problem-Solving, Critical Thinking, Time Management, Client Relations

EXPERIENCE

IT Support Trainee (On-the-Job Training)

Cauayan City Government Office, ICT Unit | January 2025 – March 2025 | 240 hours

- Set up, configured, and troubleshot workstations, printers, and peripherals for office staff.
- Assisted in configuring routers, switches, and Wi-Fi access points to maintain office connectivity.
- Maintained user accounts and provided first-level technical support to employees.
- Digitized the office asset inventory into a searchable spreadsheet system.
- Documented a step-by-step desktop troubleshooting guide that was adopted by the unit.

Freelance Beautician and Event Stylist

Self-Employed | 2021 – Present

- Provide makeup artistry, personal styling, and event styling for weddings, debuts, pageants, and special events.
- Manage client consultations, appointment scheduling, and coordination with event vendors.
- Maintain a repeat client base through referrals, social media presence, and consistent service quality.

Volunteer, Technical Support

ISU Community Extension Outreach | 2023 – Present

- Set up laptops, projectors, and connectivity for outreach programs and school events.
- Assisted with device repair and digital literacy mentoring for community participants.
- Maintained registration systems and participant records during events.

EDUCATION

Bachelor of Science in Information Technology

Isabela State University | 4th Year, Expected Graduation 2027

Relevant coursework: Web Development, Networking, Database Management, Systems Analysis, Cybersecurity.

High School Diploma — Graduated With Honors

Cauayan City Science and Technology High School | May 2022

CERTIFICATIONS AND ELIGIBILITY

Civil Service Examination (Professional Level) — Civil Service Commission — March 2026

TESDA National Certification II, Computer Systems Servicing — Technical Education and Skills Development Authority — August 2025

IT Specialist Examination, Java Foundation — Certiport — June 2026

Introduction to Networking — Cisco Networking Academy — January 2026

Ethical Hacker — DICT-ITU DTC Initiative — September 2026

PROJECTS

Personal Resume Portfolio Website

Technologies: HTML, CSS, JavaScript, Vercel

Responsive single-page portfolio with a subscription-gated certificates page, clickable credential cards with verification links, printable resume download, and a working contact form. Designed and developed end to end, including the payment integration.

Client Booking and Scheduling System

Technologies: PHP, MySQL, Bootstrap, JavaScript

Appointment system with calendar-based slot locking, client history records, service catalog, and printable confirmations. Designed the database schema and built the back-end CRUD and availability-checking logic.

Barangay Records Management System

Technologies: Java, MySQL, JavaFX

Resident records database with search, automated clearance generation, role-based authentication, and monthly reports. Built the authentication and reporting modules and optimized SQL queries.

REFERENCES

Available upon request.