

# BRADLY JAMES PRADO



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## OBJECTIVES

Seeking a position to utilize my skills and abilities in the Information Technology Industry that offers professional growth while being resourceful, innovative and flexible & to gain experience and to utilize my Interpersonalskills.



## PROFESSIONAL EXPERIENCE

### CPS Menalabs

Dubai, Al Qouz Industrial Area 4

(October 31, 2020 - September 20, 2021)

#### Survey Interviewer / Data Encoder

- Conducting interview with the patients and gathering all their information.
- Processing data through encoding and compiling it.
- Manage staff shift, monitor and account for any issues with system or with invalid data.
- Ensure confidentiality and accuracy with the gathered information.

### Tamouh Care LLC - Medi Q Healthcare

Dubai, United Arab Emirates

(July 17, 2020 - October 30, 2020)

#### Data Encoder

- Maintains policies and procedures for specimen processing and data entry tasks.
- Maintains departmental quality assurance and quality control programs, taking corrective action when indicated.
- Follows and enforces all safety and infection control.
- Utilizes technical skills and ability to process data.
- Maintains and supports a service oriented relationship with clients and all other employees.
- Respects and maintains the confidentiality of information relative to clients and patients.

#### IT Support

- Log all work in database tracking system and communicate any issues with the management team.
- Responsible in installing and maintaining computer systems and software within a healthcare facility.
- Troubleshooting and Calibrating Laser Machine
- Assisting other departments in technical ways

## **JPRC Pharmaceuticals**

### **Philippines**

**(August 2017 - December 2019)**

#### **IT Support**

- Setting up workstations with computers and necessary peripheral devices
- Checking computer hardware to ensure functionality
- Installing and configuring appropriate software and functions according to specifications
- Develop and maintain local networks in ways that optimize performance
- Ensure security and privacy of networks and computer systems
- Provide orientation and guidance to users on how to operate new software and computer equipment
- Organize and schedule upgrades and maintenance without deterring others from completing their work
- Perform troubleshooting to diagnose and resolve problems
- Maintain records/logs of repairs and fixes and maintenance schedule
- Identify computer or network equipment shortages and place orders
- Monitor system and network performance



## INTERNSHIP & TRAINING

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**University of Perpetual Help System Laguna - Jonelta**

(June 2016 - Sept 2016)

**ITSupport**

- Monitoring and maintaining computer systems and networks.
- Responding in a timely manner to service issues and requests.
- Setting up accounts for new users.
- Repairing and replacing equipment as necessary.
- Analysis of call logs in order to discover any underlying issues or trends.
- Installation & configuration of a company's computer hardware operating systems and applications.
- Testing and evaluating new technology.
- Performing electrical safety checks on the company's computer equipment.
- Following instructions, either written or in diagram form, in order to setup a system or fix a fault.
- Photo Editing
- Video Editing



## PERSONAL SKILLS

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- Good oral and written communication skills.
- Good interpersonal skills.
- Ability to multitask with attention to details.
- Excellent analytical thinking and diagnostic abilities.
- Strong time-management and prioritization skills.
- Knowledge of networking equipment, infrastructure and protocols.
- Knowledgeable in Adobe Suites (Photoshop, Premier and After Effects).



## EDUCATION

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**University of Perpetual Help System Laguna - Jonelta:**

Bachelor of Science in Information Technology in 2013 - 2017

**International Montessori School:**

Grade 5 to 4th yr high school in 2004 – 2010

**Hosanna Christian Academy:**

Grade 1 - 4 in 2000 – 2004