John Vincent Manipol

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PROFESSIONAL SUMMARY

Detail-oriented and adaptable graduating Information Technology student with a strong foundation in technology, data management, research, and administrative support. Experienced in organizing information, handling digital tools, maintaining accurate records, and supporting day-to-day operational tasks. Possesses strong analytical, problem-solving, and communication skills, with the ability to learn new systems, adapt to different responsibilities, and work efficiently in dynamic environments. Resourceful, organized, and eager to apply technical knowledge and practical skills to contribute to business operations and organizational success.

TECHNICAL SKILLS

- **Hardware & Systems:** Hardware Troubleshooting, Computer Maintenance, Windows Administration
- **IT Operations:** IT Asset Management, Inventory Tracking, Technical Documentation
- **Programming:** Python, JavaScript, C#, HTML
- **Databases:** MySQL, PostgreSQL

PROFESSIONAL EXPERIENCE

Concentrix Nuvali
IT Intern

- Performed hardware troubleshooting, repairs, and maintenance to support computer functionality and minimize operational disruptions.
- Supported IT system updates and remediations to maintain compliance with company technical standards.
- Managed IT asset inventories and documented equipment endorsements to maintain accurate records and accountability.
- Monitored asset availability and maintained organized IT documentation to support daily operations.

Digital Operations Virtual Assistant
Remote

- Managed and organized digital content and account records using Airtable.
- Verified data accuracy and consistency across multiple accounts to minimize errors and discrepancies.
- Monitored account activities and provided timely updates on operational progress, concerns, and issues.

CERTIFICATIONS

- Technical Support Fundamentals — Google | 2026
- CCNA: Introduction to Networks — Cisco Networking Academy | 2024
- Google Cloud Computing Foundations Certificate — Google Cloud | 2025
- Ethical Hacker — Cisco | 2025

EDUCATION

Mapúa Malayan Colleges Laguna
Bachelor of Science in Information Technology