

Christopher Suzara

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SUMMARY OF QUALIFICATIONS

- More than six years of experience in assisting a dental clinic and performing administrative services
- Five years of experience in computer hardware/software installation and troubleshooting
- Three years of experience as a TNVS (Transport Network Vehicle Service) driver
- Good communication skills in English, both verbal and written
- With strong analytical and adaptability skills

PROFESSIONAL EXPERIENCE

Dental Assistant

2015 – Oct 2022

Lumbang Dental Clinic, Laguna, Philippines

- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Supports dental care delivery by preparing treatment room, patient, instruments, and materials.
- Ensures operation of dental equipment by completing preventive maintenance requirements, following manufacturer' s instructions, troubleshooting malfunctions, calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques.

Grab Operator/Driver (Part-time)

2017 – 2020

Grab , Makati City, Philippines

- Picked up and dropped off customers on their set destination
- Performed vehicle maintenance by regulating tire pressure and checking oil, gas, and water levels on a daily basis
- Provided information about local spots
- Performed urgent vehicle repairs when needed

Self-Employed Computer Technician

2009 - 2012

Computer-rental shops located in Laguna and Cavite areas

- Performed software and hardware installations, troubleshooting/repair, and maintenance on any computer-related work

Encoder/Administrative Assistant

2008

P.A. Alvarez Properties and Development, Corp., Laguna, Philippines

- Responsible for paper works and cash reports required by immediate supervisor. Maintains records of preventive and maintenance repairs of heavy equipments. Monitors truck movements and off-site locations
- Supervised the daily activities of all motorpool equipment and vehicles
- Processed the daily truck trip expenses and their corresponding receipts to ensure accuracy thereof

Cashier

2007

CIS Bayad Center (Meralco), Laguna, Philippines

- Served Meralco customers by accepting billing payments and promoted the company' s newest services

EDUCATION

B.S., Marine Transportation

2004

Philippine Merchant Marine School

Vocational Course - Computer Technician

2006

San Pedro Manpower Training Center

REFERENCES

- Available Upon Request