



JULEO VINCENT RAFOLS

HUMAN RESOURCE INFORMATION SYSTEM (HRIS)

Phone: +63 977 091 2250
Email: jvyrafols@gmail.com
Website: <https://jvyrafols.midevech.com/>

SUMMARY

Computer Engineering graduate with hands-on experience in aviation operations and IT support within airport environments. Skilled in maintaining system reliability, supporting IT infrastructure, and ensuring compliance with operational standards while improving day-to-day IT processes. Looking to apply my technical experience and practical understanding of airport systems to help strengthen IT operations and support overall business performance in a dynamic aviation environment.

EDUCATION

Bachelor of Science in Computer Engineering **2014 - 2022**
University of Cebu - Main Campus

- Vice President of Institute of Computer Engineers of the Philippines (ICPep) 2021-2022

WORK EXPERIENCE

Aboitiz InfraCapital Laguindingan Airport Corporation **April 2025 - Present**
Human Resources Information Specialist (HRIS) Laguindingan Airport

- Manage HR information systems, ensuring data accuracy and operational integrity while supporting regulatory compliance
- Provided technical support for HR digital systems, streamlining data processes and enhancing productivity.
- Coordinated cross-departmental system improvements, aligning IT solutions with organizational objectives
- Led troubleshooting and data management efforts, ensuring optimal performance of HR digital platforms

Civil Aviation Authority of the Philippines **Nov 2022 - April 2025**
Property & Inventory Assistant | HR Administrative Assistant Laguindingan Airport

- Managed asset and inventory tracking systems, ensuring accuracy and compliance with documentation control standards.
- Supported HR Systems by administering employee data and maintaining operational integrity in digital records.
- Assisted in encoding and reporting activities, enhancing data management efficiency and integrity.

Freelance | Remotask - Home Based **2020 - 2021**
Task Successfully Manager (TSM), Data Annotator, 3D Data Labeling Cebu City

- Completed data annotation and labeling task for AI Projects ensuring high levels of accuracy and reliability.
- Executed 3D data labeling with a meticulous approach, contributing to the development of robust AI systems.
- Delivered projects on time, maintaining quality standards and adhering to specific projects guidelines.

Globe Telco **2019 - 2020**
OJT Cebu City

- Assisted in daily telecom operations, providing support to technical staff to improve operational efficiency
- Observed and documented network and system maintenance activities, gaining insight into technical procedures
- Contributed to data encoding and management, ensuring accuracy and compliance in technical documentation.

Video Editor

- Edited and enhanced video content for various projects, collaborating with stakeholders to meet creative requirements.
- Improved video quality through advanced editing techniques, enhancing viewer engagement and satisfaction.
- Organized and managed projects files efficiently, ensuring streamlined workflows and adherence to deadlines.

ADDITIONAL INFORMATION

Technical Skills

- IT Systems Support,
- Troubleshooting
- Data Cabling
- Network Fundamentals
- Database Management
- Basic Programming such (Python, C++, C#, Java, Delphi)
- Technical Documentations
- Data Integrity Management
- Basic AutoCAD, CCNA

Certifications & Licenses

- Cisco Certified Network Associate (CCNA)
- CDRMMO - Certified Standard First Aider
- CDRMMO - Certified Certified Basic Life Support
- CDRMMO - Emergency Operations Center