CHADWICK JOHN A. BALOTA

Contact

📍 2916 Sitio Huwaran Brgy. Pagsawitan Sta. Cruz, Laguna

📞 09459835325 | 09854233428

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Skills

- Proficient in programming languages such as C#, Java, SQL, PHP, and HTML.
- Microsoft Office Proficient (MS Word, MS Excel & MS PowerPoint)
- Performed troubleshooting, diagnosed, installed, upgraded, configured and repaired computer systems
- System User Manual Design
- Multimedia platform proficient (Filmora, Canva, Photoshop)

Achievements

- SPES Beneficiary 2016 - 2023
- Iskolar ng Laguna 2022 - 2023

Personal Info.

Date of Birth : December 06, 2000

Place of Birth : Sta. Cruz, Laguna

Religion : Roman Catholic

Dialect Spoken : English, Tagalog

Age : 22

Career Objective

Seeking in any position you offer where a responsible job with an opportunity for professional challenges.

To be a good asset in the company by sharing my knowledge with dedicated attitude towards work.

Education

College

BS Info. Tech – Web and Mobile App Dev. Prog.

March 2019 - July 2023
Laguna State Polytechnic University

Senior High
TVL - Mechatronics

June 2017 – March 2018
Laguna Senior High School

High School

March 2013 – June 2016
Pedro Guevara Memorial National High School

Elementary

April 2007 – June 2013
Pagsawitan Elementary School

Work Experience

Special Program for Employment of Students (SPES) | April 25 - May 17 2016
Encoder | Provincial Hospital – Supply Office

- They teach us and guide us to the things that we don't understand in terms of office work.
- Create and update records to ensure that information is accurate and up to date.
- Document Management
- Data Encoding on Hospital Supply in Laguna Provincial Hospital
- Client Services thru walk know-ins and telephone calls

Special Program for Employment of Students (SPES) | April 4 – 29, 2017
Encoder | Environmental Resources Office

- They teach us and guide us to the things that we don't understand in terms of office work.
- Document Management
- Client Services thru walk-ins and telephone calls
- Gardening at the LU Complex
- Client Services

References

Mark Anthony R. Tuazon
Administrative Aide | PESO
0921-2952-754

Engr. Cezar A. Francisco Jr.
Principal Engineer | WLCSP Process
UTAC- Singapore
Cezar_Francisco@utacgroup.com

Dir. Charity F. Averalo
Director II | CSC FO Laguna
(049) 501 - 3324
CSC - Field Office Laguna
cscfo.laguna@gmail.com

Edward G. Ramos
Civil Servant
City Government of Biñan
09167729470

Project Developed

- Mock Board Examination System for the college of criminal justice and education in LSPU Sta. Cruz
- Precinct Locator with SMS Notification
- POS Inventory System

Certificates

Introduction to Java
sololearn
Certificate CC-AWSJ1COY
Issued on July 22, 2023

Introduction to HTML
sololearn
Certificate CC-XCJRJXVR
Issued on July 23, 2023

Excel - Microsoft Excel Course Beginner to Expert 2023
Udemy
Issued on Sept 1, 2023

Introduction to CSS
sololearn
Certificate CC-SDUHDKPZ
Issued on July 25, 2023

Fundamentals of Cybersecurity
Cisco Networking Academy
Issued on July 22, 2018

Types of Cybersecurity
Beginner
Great Learning Academy
Issued on Sept 7, 2023

GitHub Basics
Udemy
Issued on Sept 6, 2023

ChatGPT: Make Money with ChatGPT as a New Freelancer
Udemy
Issued on Sept 2, 2023

Effective Communication
Intermediate
Great Learning Academy
Issued on Sept 7, 2023

Cyber Security for Leadership
Intermediate
Great Learning Academy
Issued on Sept 12, 2023

Special Program for Employment of Students (SPES) | April 23 – May 22, 2018

Encoder | Environmental Resources Office

- They teach us and guide us to the things that we don't understand in terms of office work.
- Create and update records to ensure that information is accurate and up to date.
- Document Management
- Client Services thru walk-ins and telephone calls
- Data Encoding

Special Program for Employment of Students (SPES) | July 4 – 29, 2022

Encoder | Public Employment Service Office

- They teach us and guide us to the things that we don't understand in terms of office work.
- Create and update records to ensure that information is accurate and up to date.
- Document Management
- Participating in a survey for the PESO Employment Information System
- Data Encoding

Civil Service Commission Field Office Laguna March 1 – June 30, 2023

On-the-Job-Training

- PC Troubleshooting Maintenance
- Customer/Client Services through walk-ins, and telephone calls.
- Document Management
- Records Management through S cards and 201 Files.
- Data Encoding

I hereby certify that the above information is true and correct to the best of my knowledge and belief

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CHADWICK JOHN A. BALOTA