



# MARTIN JAE KARLOS MALALUAN

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malaluanmartin0530@gmail.com

25 Years Old

Francisco Homes, San Jose Del Monte City

## EDUCATION

**Bachelor of Science In  
Information Technology**  
**STI College Fairview**  
July 2021 – July 2025

**Information Communication  
Technology**  
**STI College Fairview**  
Nov 2018 – April 2020

## SKILLS

- Attention To Detailed
- Problem Solving
- Critical Thinking
- Time Management
- Willing To Learn
- Hard Working

## REFERENCES

**Regin Rex P. Jalmasco**  
ICT/CpE Faculty Member

Phone: 09983523148

Email: jalmascoreginrex@gmail.com

## PROFILE

Hardworking college graduate with strong time management skills and a keen attention to detail. Highly motivated and willing to learn new things, with the ability to adapt quickly and contribute effectively in team environments. Dedicated to bringing a strong work ethic and fresh perspectives to support organizational goals.

## WORK EXPERIENCE

### Cooperative Development Authority

Feb 2025 – May 2025

Supervision Examination Division – OJT (486 Hours)

- Managed the full document lifecycle for the Supervision Examination Division, including printing, encoding, and scanning of sensitive financial and legal records.
- Ensured accuracy and confidentiality of documents critical to regulatory oversight and compliance.

### Filipino Virtual Assistant

Sep 2020 – Oct 2020

Web Designer

- Helped businesses of all sizes build clean, functional, and user-friendly websites that convert visitors into customers.
- Created custom WordPress themes, optimized existing sites, and set up full-featured online stores.

## CERTIFICATES

### Web Design In Filipino Virtual Assistant

Sep 2020 – Oct 2020

### Systems Administration

June 25, 2022

### SAP Business One (SAP Advance)

Feb 29, 2024