



DONNA MANALO

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<https://www.DonnaProfile.com>

SUMMARY

Certified in System Administration and Java Foundations, with over 3 years of experience of comprehensive high quality programming. Confident and highly organized professional in busy environment, learning processes, and active on participations.

Experienced in setting up and maintaining records, incorporating critical information, and communicative in education manners.

SKILL HIGHLIGHTS

- Decisive
- Assertive
- Effective Communication
- Leadership Orientated
- Time Management
- Project Management
- Service-focused

EXPERIENCE

I.T. SUPPORT

Pixelpoint Hive 2020-2021

- Managed supporting accounts.
- Providing a service on a daily of each departments for the company.
- Increased the efficiency on work load.
- Work with senior developers to manage design projects and future agendas.
- Maintained a good welfare and quality service.

EDUCATION

2015 - 2019

- Sumulong Memorial High School
(Grade 7 - Grade 10)

2019 - 2021

- San JOSE NATIONAL HIGH SCHOOL
(Information and Communication Technology)

2021 - Present

- SYSTEMS TECHNOLOGY INSTITUTE
(Bachelor Science in Information Technology)

CERTIFICATIONS

Programming Languages:

JavaScript, HTML, PHP OOP, CSS, SQL, MySQL.

March 21, 2024

Thesis Capstone Writing Seminar

November, 2023

Information Technology Infrastructure Library (ITIL) Seminar