



Jherico Pepe

WEB DEVELOPER/
GRAPHIC ARTIST

ABOUT

IT graduate major in computer programming with a background in HTML, CSS, PHP, MySQL database. Experience working in the school department as a department assistant/database assistant as part of on-the-job training. Highly analytical, eager to learn, motivated, and skilled at solving programming problems.

EXPERTISE

HTML
CSS
PHP
JavaScript
Bootstrap
Web Development
Adobe Photoshop
Microsoft Office
PC Troubleshooting
Logo Design

EXPERIENCE

● Admin / IT Support

December 2022 - Till Date

Deyar Real Estate, Sharjah Industrial Area
11, Dubai, U.A.E.

- PC Maintenance – Software update, Program Transition
- On-call pc support via Chrome Remote Desktop
- Create a list of data reports for company-owned properties in the U.A.E.
- Inform tenants of contract expiry for renewal.
- Manage payment documents of lease units.
- Receive calls and inquiries from potential clients.
- Scan and photocopy documents of contract agreements.
- Create quotations for inquiring clients.

● Part time / Freelance

October 2022 - November 2022

Repairing and maintenance of Laptop/Desktop

Coffee Society CAFÉ Restaurant and Wash Me Laundromat

- Prepare and Create Mock-Up/Prototype for client proposal and submission
- Submit Final and approved Mock-up/Prototype Design

● IT Support Executive

January 2022 - September 2022

C2H Software, Bonifacio Global City,
Philippines

- Domain Finder - Locate the accurate website of the specified companies by C2H and make a compilation report for workforce analytics.
- PC Maintenance – Software update, Program Transition
- On-call pc support via Chrome Remote Desktop
- PC Troubleshooting (Hardware and Software) and Reformatting





● Teacher's Assistant (Intern)

February 2021 – September 2021

BestLink College of the Philippines,
Quezon City, Philippines

- Preparation and uploading of learning materials for the online class
- Encode and calculate the grades of the students for a semester
- Supervise student's attendance through an online class

CONTACT

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Bldg., Flat 312,
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United Arab Emirates

● Teacher's Assistant (Intern)

June 2021 – September 2021

BestLink College of the Philippines, Philippines

- Database correction: Ensure that student's data are matching with the Professor's grading report and confirm if the student's data are in order.
- Track and document issues related to the system and report to the Team head for a possible solution.
- Data entry and validation of students' inquiry
- Generate student reports for Department Head approval.
- Prepare and release OJT papers, removal/adding of the subject upon the Department Head's approval.
- Submit Summary of Daily task/report

BACKGROUND

EDUCATION

● Bachelor of Science in Information Technology

June 2018 – August 2021

BestLink College of the Philippines

Graduate

● Associate in Computer Technology

June 2016 – April 2018

BestLink College of the Philippines

Graduate

CERTIFICATIONS

● National Certificate III – August 2018

Technical Education and Skills Development
Authority

VISUAL GRAPHICS DESIGN

● ArtLecture - December 2016

Architectural Students' Association of the
Philippines

Seminar