

# JHERICO C. PEPE

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## SUMMARY

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

## EXPERIENCE

### **Part-Time**

*January 2022 - Present*

**C2H Software, Bonifacio Global City, Philippines**

- Domain Finder - Locate 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, Philippines**

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

### **IT Intern & Department Assistant**

*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 Team head for possible solution
- Data entry and validation of students' inquiry
- Generate student report for Department Head approval.
- Prepare and release OJT papers, removal/adding of subject upon Department Head's approval
- Submit Summary of Daily task/report

## SKILLS

- Ø HTML
- Ø CSS
- Ø PHP
- Ø JavaScript
- Ø Bootstrap
- Ø Web Development
- Ø Adobe Photoshop
- Ø Microsoft Office
- Ø PC Troubleshooting
- Ø JAVA Object Oriented Programming

## 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**

## 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**