



Lawrence Emman L. Villeta

AGE: 23 HEIGHT: 190cm RELIGION: ROMAN CATHOLIC
SEX: Male WEIGHT: 74kg BIRTHDAY: December 16, 2001

Summary

Actively seeking an opportunity with a company where I can contribute, explore, and hone my skills. I characterized myself as responsible, self-motivated, team player, and a multi-tasker that seeks to work in a career oriented and challenging environment that promotes personal growth.

Contact

09662245295
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#36 Abellanos St. Brgy. 5 Lucena City, Quezon

Eligibility

- Civil Service Passer: Professional
August 11, 2024

Skills

- Computer Literacy
- Teamwork
- Adaptability
- Time management
- Critical Thinking
- Trustworthiness
- Self-motivation

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

Lawrence Emman L. Villeta
Applicant's Signature

Education

Bachelor of Science in Informartion Technology
Dalubhasaan ng Lungsod ng Lucena Tertiary 2020-2024

Achievements

- Graduated with Academic Distinction from *Dalubhasaan ng Lungsod ng Lucena*
- Active Service Award as P.R.O of IT Paradigm Organization from *Dalubhasaan ng Lungsod ng Lucena*

Career History

Work Immersion at Philippine Long Distance Telephone (PLDT)
Key Responsibility February 2020 for 80hrs

- Encoder
- Conducting daily temperature check and maintenance to ensure servers operate at optimal, low temperature

On-The Job Training at Philippine Fisheries Development Authority - Lucena Fish Port Complex
Key Responsibility March - June 2024 for 486hrs

- Create a web-based project using HTML, CSS, Bootstrap, JavaScript, MySQL, and PHP.
- Maintenance and set-up client and PC servers, basic troubleshooting, and basic networking
- Administrative Task
- Encoder

Government Internship Program assigned at Integrated Public Health Office Warehouse
Key Responsibility August - December 2024

- Encoder of inbound and outbound summary report using google sheet
- Inventory medicines, medical supplies, and office supplies
- Prepare medicines and medical supplies for medical missions every week
- Administrative Task

Government Service Training and Apprenticeship for Nation-Building Program at Quezon Provincial Economic Development and Investment Promotions Office
Key Responsibility January - Present 2025

- Administrative Task
- Multimedia Editor

Part-time Virtual Assistant (Web Developer - Fullstack) at TechJoint Solutions
Key Responsibility January - May 2025

- Design and develop web pages using Shopify
- Automate backend feature using modern technologies
- Integrate different platforms, software or API's for seamless functionality.

References

Michelle D. Punzalan
Warehouse Manager
Quezon Provincial Health Office
Phone: 09762888460

Genesis L. Bernaldez
Computer Technician I
Philippine Fisheries Development Authority - Lucena Fish Port Complex
Phone: 0905 477 6078

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BSIT Program Head
Dalubhasaan ng Lungsod ng Lucena
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