

JAYSON E. MAÑALAC

PROFILE

Gender: Male
Date of birth: July 1, 1999
Nationality: Filipino Height:
5'9, 175cm
Civil Status: Single
Address: 2221, Blumentritt
Extension Brgy. 541 Sampaloc
Manila

OBJECTIVE

Seeking to apply and develop my office and technical skills with strong work ethics that will contribute to the company's goal and needs.

CONTACT

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0961-214-5444

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Manalacjayson01@gmail.com

EDUCATION

North Hills Village Elementary School

2006 – 2012

*With honor and best in obedient award
[Elementary]

Norzagaray National High School

2012 - 2016

[High School]

Academia De San Lorenzo Dema-ala

2016 – 2018

Information Communication technology [Senior high School]

Bulacan State University Sarmiento Campus

2018 - 2022

[College]

Bachelor of Science in Information Technology

*With Dean's Lister Award

Webinar Certificates: Ethical Work Behavior, Tech Talks, Ensuring Safe Spaces in the Workplace

EXPERIENCE

Philippine Normal University [Technical Assistant] under the office of Promotion and Business Development Office.
(2022 – Present)

- * Compose correspondences, letters and documents needed in carrying out the general function of the office.
- * Creating Pubmats for offices and organization events and design innovative systems to enhance or improve work functions.
- * Providing Technical Assistance in the school and office events.
- * Update and maintain records of office transactions.
- * Receive, sort, record incoming, and distribute outgoing communications
- * Creating summary of office sales and inventory report.

Certificates: Communication Competency Training, Education and Graphic Design and Mental Health Prioritization.

Bulacan State University- Sarmiento Campus under IIT Research Department.

2022 (3 Months of Internship)

Created a *Capstone Portal System (File Repository)* for the Faculty Members. Encoding files and do the other task assigned by the instructor.

HOBBIES

Reading novels, manga
Watching Movies and
Series Playing online
games, Playing Basketball

REFERENCE

John Rey Rayen – 09954818409
Jonabell Bernabe – 09152738276

Bagong Buhay E Elementary School [Teacher assistant] 2018 (3 Months of work immersion)

Assisted the professor about their computer laboratory. Encoding files.

Teaching the student about the basics of Microsoft Word.

Installed window OS, networking, setting up the school computers.

SKILLS

- Can type 60 word per minute.
- Computer Literate.
- Hard working and multi-tasker.
- Can use Figma for UI Design.
- Can Edit photos and videos using Photoshop, Filmora and Canva.
- Can use Adobe Illustrator InDesign Efficiently.
- knowledgeable in troubleshooting and networking.
- Can work under pressure.
- Can solve computer-related technical problem.
- Basic knowledge in programming language C/C#, Java, PHP and Python.
- Basic knowledge and can create basic game using Game maker studio 1 and 2.
- Basic knowledge in AWS Platform.
- Knowledgeable in Word, Excel, PowerPoint and Publisher.

I HEREBY CERTIFY THAT THE ABOVE
INFORMATION IS TRUE AND
CORRECT TO THE BEST OF MY
KNOWLEDGE AND BELIEF.



Jayson E. Mañalac

Applicant