

Jayson E. Mañalac

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Work Portfolio

<https://jaysonmanalac.github.io/>

<https://drive.google.com/drive/folders/1HgRlo2iQ6BI9jSSVPEOuj5WxDxxxOPI?usp=sharing>

CAREER SUMMARY

High-performing and highly adaptive professional with 2 years technical assistance experience with expertise in graphic design, network troubleshooting, and social media management, driven to showcase a diverse skillset to contribute to your reputable company's goals and needs.

EDUCATIONAL ATTAINMENT

Bulacan State University

2018 - 2022

Bachelor of Science in Information Technology

Dean's Lister Award 2022

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

PROFESSIONAL EXPERIENCE

Technical Assistant/Administrative Aide

July 2022- PRESENT

Philippine Normal University

Office of Business and Events Services Unit

Job Description:

- Providing technical assistance in the school and office events.
 - Network troubleshooting of our department's network issues and maintain functional machines for day-to-day office activities like desktop computers, printers, laptops.
 - Creating publication materials for offices and organization activities.
 - Design innovative systems to enhance and improve work functions.
 - Design different types of materials depending on what the office needs.
 - Assisting clients with their business and partnership inquiries with the organization.
 - Compose correspondences, emails, letters and documents needed in carrying out the general function of the office.
 - Facilitate and manage the proposed project of clients to undergo and conduct activities inside the organization
 - Update and maintain records of office transactions.
 - Receive, sort, record incoming, and distribute outgoing communications.
 - Monthly summarization of income generated and inventory report.
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CERTIFICATES

- Civil Service Commission (Sub-Professional-2024)
- Certificate of Completion UI / UX Designer for Beginners
- Certificate for Education and Graphic Design Basics
- Communication Competency Training, Education and Graphic Design and Mental Health Prioritization.

- Bulacan State University- Sarmiento Campus under IIT Research Department (Internship-2022)
- Created a Capstone Portal System (File Repository) for the Faculty Members to store the capstone file of the IT Students. Encoding files and do the other task assigned by the instructor
- Teacher's Assistant – 2018 (Installing window OS, networking, setting up the school computer lab)

QUALIFICATIONS

- Experience with Figma for UI / UX Design.
- Proficiency in Adobe Suites (InDesign, Illustrator, Premiere Pro, Photoshop), Filmora and Canva for Editing photos and videos efficiently.
- Knowledge in troubleshooting and networking.
- Can solve computer-related hardware and software issues.
- Basic knowledge in programming language C/C#, Java, PHP and Python.
- Able to Develop simple and functional websites.
- Able to do a version control for github files.
- Experience in creating basic games using Game maker studio 1&2
- Basic knowledge in AWS Platform.
- Knowledgeable in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher).
- Familiarity with Cisco
- Able to type 60 word per minute.
- Can easily adapt to a new work environment.
- Can work under pressure.
- Has deep focus and time-management skills
- Honest, reliable, and trust-worthy

PERSONAL BACKGROUND

Nationality	:	Filipino
Birth date	:	July 1, 1999
Height	:	5'9, 175cm
Weight	:	80KG
Civil Status	:	Single
Religion	:	Catholic
Language	:	Tagalog, English

CHARACTER REFERENCES

Gerard Manuel
PNU-Supervisor
0939 922 7358

Jonnabell Bernabe
Administrative Aide VI
0915 273 8276

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


Jayson Mañalac
Applicant