

Jan Michael I. Carpo

23 YEARS OLD
WEB DEVELOPER

Profile Info

Grounded and solution-oriented Web Developer with a variety of experiences. Adept at motivating self and others. Passionate about software engineering and educating the next generation of technology users and innovators.

Contact Info



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0921-927-5367



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Address
Gagalangin, Tondo, Manila



Website
<https://github.com/JMCarpo>

Education History

2016 – 2018
Senior High School – ICT Strand

Graduated with Honors.

2018 – Present
Bachelor Of Science in Computer Science

Currently taking a baccalaureate degree in Computer Science.

Work Experience

Office Clerk

2017 – 2018, Manila City Hall, Manila City

- Performs clerical duties including typing, filing, and completion of simple forms.
- Maintaining files and records so they remain updated and easily accessible

Office Assistant

2018 – 2019, Manila City Hall, Manila City

- Overseeing clerical tasks, such as sorting and sending mail.
- Scheduling meetings and sending meeting invites to attendees.

Freelance Writer

2021 – 2022

- Worked with remote clients both nationally and internationally .

Skills & Expertise

Professional Skills

- MS Word
- MS Excel
- MS Poweppoint
- HTML
- CSS

Professional Skills

- Leadership
- Teamwork
- Integrity
- Loyalty

Reference

Marvic M. Quito

Arch Global Services
Philippines Inc. /
Catastrophe Modeling
Analyts
0910-819-8383

Elizabeth C. Ileto

Manila City Hall /
Information Systems
Analyst
0905-256-5972