Jose Cynon Q. Luna

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jameslunaa.github.io/e-portfolio/index.html

# Career Objective

Adaptable professional skilled in web development, IT support, and administrative tasks. Eager to contribute to both technical and operational areas, delivering efficient digital solutions and reliable support within a dynamic organization.

# Education

Bachelor of Science in Information Technology

Saint Theresa College of Tandag Inc.

2021 – 2025

• Thesis/Capstone Title: Web Based Library Management System

# Skills

• Web Development: HTML, CSS, Bootstrap, Laravel, JavaScript

• Tools/Software: Git, MySQL, VS Code, Canva, XAMPP

• Soft Skills: Time Management, Communication, Prioritization, Observation

# Work Experience / Internship

Intern Role

Department of Information Communications and Technology, Tandag City Surigao del Sur

February 2025– April 2025

• Tasks with multiple responsibility such as, inventory, assembly of communication boxes, documentary of events, assisting of setting up events and trainings, on call surveys, and installing programs on computers.

• Contributions:

-Developed a File Management System

-On call survey on participants from past trainings

-Inventory of equipments

-Assisting onsite installment of Free Wi-Fi to public places

-Solo setting up internet access to a seminar

Freelance IT Support Technician

Self-employed / Various Clients

January 2021– December 2023

• Provided technical assistance to friends and local clients on software, hardware, web debugging and troubleshooting.

• Assisted with PC builds, upgrades, OS installation, and performance optimization.

• Helped users with setting up productivity tools, basic cybersecurity, and data backups.

• Guided non-technical users in understanding and using various applications.

• Supported remote troubleshooting using tools like AnyDesk or TeamViewer.

# Projects

File Management System — Laravel

• A web-based system that can track signatories, store and retrieve files.

• Link: jameslunaa.github.io/e-portfolio/projects.html

Library Management System — Laravel

• Designed to streamline the management of library resources, including user registration, book cataloging, borrowing and returning processes, and record-keeping.

• Link: jameslunaa.github.io/e-portfolio/projects.html

School Event Scheduling — HTML, CSS, Bootstrap

• Designed to assist and remind students of upcoming school events, this system provides key details to keep students informed and prepared. Whether it's registration deadlines, event schedules, or updates, students can rely on this platform to stay on track and not miss important activities throughout the school year.

• Link: jameslunaa.github.io/e-portfolio/projects.html

# Achievements & Awards

• Best Thesis Award – Saint Theresa College of Tandag Inc. – 2025

• Programmer of the Year Award – Saint Theresa College of Tandag Inc. – 2025

# Trainings & Certifications

• JavaScript Essentials 1 – Networking Academy – 2025

- <https://www.credly.com/badges/04dc2e7f-847c-42a6-8f19-da8fd2fa8a4b/public_url>

• CSS Essentials – Networking Academy – 2025

- <https://www.credly.com/badges/79f9340e-cee4-4cf1-a80b-ff95815d5e9c/public_url>

• Application Development for Startups – Department of Information and Communication Technology S.D.S – 2025

• UI and UX Information Session – Department of Information and Communication Technology S.D.S – 2025

# Languages

• English: Intermediate

• Tagalog: Intermediate

• Bisaya: Fluent

# References

Eng. Elizalde S. Ramos, Jr.

Provincial Officer – DICT SDS

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