

# JEREMIAH JURADO ORPILLA

## Objective

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Enthusiastic and results-driven professional seeking a technical position where I can apply and further develop my skills in problem-solving and technology, with a particular emphasis on data analysis and technical assistance. Dedicated to learning and creating efficient and innovative solutions, I am eager to contribute to the success of a dynamic team by leveraging the expertise I've gained from both my professional experiences and academic background.

## Professional Experience

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### Database Management Officer

**Department of Environment and Natural Resources – Community Environment and Natural Resources Office**

*Lannig, Solana, Cagayan, Philippines*

*October 2, 2023- December 29, 2023*

- actively contributed to the development, organization, maintenance, updating, automation, and enhancement of the National Greening Program (NGP) records.
- improved the readability of records for NGP beneficiaries and reforestation registry for better generation of reports.
- revamped the document upkeep, significantly improving its organization and filing system from its previously disorganized state.

### Administrative Assistant

**Activations Marketing Inc.**

*Providing smart solutions for MSMEs*

*Carig, Tuguegarao City, Cagayan, Philippines*

*February 16, 2023 – September 30, 2023*

- proactively addressed client concerns by initiating follow-up calls and messages to resolve their complaints effectively.
- created solutions in tracking and recording activities using Excel and Google Sheets/Forms (from manual sorting to easier opting in of data) that help for faster generating of daily reports.
- coordinate with finance manager for budget, payroll, incentives, mandatory benefits, cashflow and sales report.
- monitor and verify lead and prospect clients for different products the company provides.
- managed the company social media and designed poster and flyers



**Bachelor of Science in Information Technology**

Major in Programming  
Cagayan State University

**Date of Birth:** January 5, 2000

**Home Address:** 125 Zone 5  
Casicallan Sur, Gattaran, Cagayan,  
Philippines

**Age:** 24

**Civil Status:** Single

**Religion:** Iglesia Ni Cristo

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## Character References

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**Carlos B. Melad**

AMI Chief Executive Officer  
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[carlosmelad@gmail.com](mailto:carlosmelad@gmail.com)

**Noel Q. Lagundi**

F I/NGP Coordinator  
CENRO Solana  
+63 956 448 8918

## Skills

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- Strong analytical and numerical skills.
- Equipped with creative problem-solving skills.
- Capable knowledge with HTML, CSS, Java, Python, C#, PHP, JS, and SQL Programming.
- Proficient in Microsoft Office and Google Workspace
- Data analysis and manipulation
- Possess knowledge in graphic design.
- Technical assistance

## Qualifications

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- Career Service Professional Eligible (March 26, 2023)
- Career Service Subprofessional Eligible (July 19, 2022)

## Trainings and Certificates

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- Certified as Proficient in Java, C#, and SQL (CICS Cum Recognition Ceremony July 18, 2023)
- Certificate of Completion Analyze Data with Python (4 hours - DICT-MACH December 26, 2021)
- Certificate of Completion Learn Basic Statistics with Python (4 hours - DICT-MACH December 26, 2021)
- Certificate of Completion Visualize Data with Python (4 hours - DICT-MACH December 27, 2021)

## Hobbies and Interests

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- Gaming Enthusiast: I Stay updated on the latest patch, updates, and tournaments. Strong appreciation for strategic and team games.
- Cat Lover: Enjoy spending time with and caring for cats. Cats makes me forget my problems and keep me calm.
- Tech Trends Follower: I Keep an eye on new tech developments and trends.
- Cooking Enthusiast: I love cooking for my family and friends. I also experiment for new dishes.
- Casual Fitness: Enjoy incorporating casual workouts into the routine for a healthy lifestyle.