



JESTONIE LACADEN

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SUMMARY

Committed job seeker with a history of meeting company needs with consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. And seeking an opportunity where I can use and develop my skills and my abilities in the field of Information Technology (IT) and work well with people, which will allow me to grow personally and professionally.

SKILLS

- HTML, CSS and Javascript
- Computers and Technology
- PC Proficient
- Multitasking and Time Management
- Ease with Computers and Technology
- Skilled in using Photoshop

EXPERIENCE

Administrative Assistant, 02/2022 – 02/2023

Provincial Center for Culture and the Arts, Mamburao, Occidental Mindoro, Philippines

- Prepared and prioritized calendars and correspondence.
- Composed, edited newsmagazine layout and typed complex memos and reports with work related software.
- Managed physical and digital files, monitored spreadsheets and updated reports to coordinate project materials.
- Created spreadsheets in Microsoft Excel for record-keeping and reporting.
- Tracked and submitted employee timesheets to prepare for payroll processing.

Layout Artist, 08/2021 – 01/2022

Gfaith Incorporated, Santa Cruz, Occidental Mindoro, Philippines

- Created design concepts and sample layouts using knowledge of layout and design principles.
- Oversaw product design, print design and marketing collateral from concept to completion.
- Keyed data and parameters into computer equipment to produce layouts and concept drawings for clients.
- Produced projects for advertising and informational purposes.
- Used digital camera to produce layout prints for clients.
- Determined size and layout of copy material and selected styles and size of fonts.
- Maintained company archive of collateral, previous project images or photos.
- Reviewed final layouts, making improvements and suggestions as needed.
- Used Photoshop to create images and layouts.

EDUCATION AND TRAINING

Occidental Mindoro State College Mamburao Campus, Brgy. Tayamaan, Mamburao, Occidental Mindoro, 06/2022

Bachelor of Science: Information Technology

LANGUAGES

Tagalog: First Language

English:

B1

Intermediate