

JHEREMEI ARCIAGA

Phone: 0965-277-6337

Email: Jheremeiarciaga@gmail.com

Address: Kawit, Cavite, Philippines

CAREER OBJECTIVE

Seeking a challenging career with a progressive organization that can benefit from technical skills and abilities in the field of information technology

TECHNICAL SKILLS

- Hardware troubleshooting
 - Programming (HTML, CSS, JAVASCRIPT, REACT, C# AND PYTHON)
 - Proficient in MS Word, Excel, PowerPoint, Internet
 - Experienced other video editing software
 - Used code versioning tools, such as Git
 - Knowledgeable in using the Linux command line.
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PERSONAL SKILLS

- Excellent written and verbal communications skills
 - Highly organized and efficient
 - Ability to work independently and as a part of a team
 - Proven leadership skills and ability to motivate
 - Able to work under pressure and in tight schedules
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EDUCATION

Bachelor of Science In Information and Technology

Cavite State University

WORK EXPERIENCE

Data Analyst (OJT)

JUNE 2022

- Identifying new sources of data and methods to improve data collection, analysis and reporting
- Data gathering of information in the businesses, training center and university
- Use relevant tools for collecting and interpreting data

Service Crew

2018 - 2022

- Takes order, answer questions on meals item and process payments
- Communicate and interact to costumers regarding of how to use kiosk machine
- Providing services to costumers in the friendliest manner possible

Kawit, Cavite: Municipality office, Data Encoder

2017 - 2018

- Maintaining database of every company permit and registrations files

- Managing hard copies, scanning documents and handling other data - related task

Toloka

2021-2022

- Work using Universal Human Relevance System (UHRS)
 - Work in different project and task
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TRAININGS/WEBINAR/SEMINAR

- DICT - UI/UX using WordPress
 - DICT - Introduction to data analytics
 - Sparta – Getting ground in analytics
 - Trend Micro - Fundamentals of Python
 - DICT - Canva for education: Foundation of design
 - DICT - Using HTML AND CSS to design website
 - Udemy – Fully Functional HTML contact form from scratch
 - Udemy – CSS Crash course
 - DICT – Programming language using Python
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REFERENCES:

Available upon request.