

JENMAR ALANO

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| Portfolio : jenmaralano.netlify.app

PROFESSIONAL SUMMARY

- Adaptable and detail-oriented IT specialist with practical experience in web development, database management, and IT support. Passionate about solving technical challenges, maintaining efficient systems, and ensuring smooth daily operations. Eager to apply technical expertise, learn emerging technologies, and grow within a collaborative environment. Known for strong problem-solving skills, enthusiasm, and a dependable work ethic.

KEY SKILL

- Full Stack Web Development
- Data Encoder
- Database Management
- UI/UX design & Web design
- Computer Literate
- Technical Support & Troubleshooting
- Problem solving & Attention to detail
- Teamwork & Collaboration
- Adaptability & Communication
- Time Management & Organization

TECHNICAL SKILL

- Office System: Microsoft office (Word ,Excel, Power Point), Google workspace, Data Entry, Document management
- Programming: HTML5, CSS3, JavaScript, PHP, LARAVEL (frameworks), Bootstrap, Tailwind CSS
- Database: MySQL, SQL queries, CRUD Development, API Integration
- Tools: Git/Github, XAMPP, Figma, Visual Studio Code
- Networking: LAN/WIFI setup, Troubleshooting, Printer Sharing
- System Maintenance: Computer formatting, OS installation, Hardware & Software setup

WORK EXPERIENCE

Administrative Assistant Intern – HR Department

February 2025 – May 2025

Department of Education – Cavite Division Office

Trece Martires City, Cavite

- Providing IT and administrative support to the administrative officer.
- Designing and Developing an website Directory of HR unit.
- Supporting troubleshooting of minor technical issue in the office.
- Collaborating with HR staff in the preparation of memos, reports and employee documents.

Clerical Intern

January 2019 – February 2019

Bureau of Fire Protection (BFP)

Trece Martires City, Cavite

- Assisted in organizing and filing official documents.
- Encoded basic data into the office system.
- Conducted site inspections as part of fire protection permit processes.
- Learned proper office procedures and professional conduct.

PROJECT

Barangay Information System

December 2024

- Designed and developed a web-based system for Barangay Paliparan II to digitize services and streamline resident transactions.
- Role : Full- stack Development
Tools: PHP, HTML,CSS, Javascript, Ajax, Mysql, sql, xampp, Vs code
Link: brgypaliparan2portal.fwh.is/BIS/index.php

Administrative Service Unit HRM Website directory

May 2025

- The HRM Unit Directory Website is a digital platform built with Google Sites, HTML, CSS, and JavaScript to provide easy access to HR services and personnel information for DepEd Cavite.
- Role : Front – End Development
Tool: HTML5, CSS3, JAVASCRIPT, Google site

Inventory Management System

September 2025

- Medistock allows users to efficiently manage stock levels, track expiration dates, generate reports, and monitor real-time inventory updates with secure user authentication.
- Role : Full-Stack Development
Tools: Laravel, Tailwind, Alpine.js, Livewire, Mysql, Sql
Github: github.com/JmAlano04/Inventory-Management-System-Medistock

EDUCATION

Cavite State University (CvSU)

Expected graduation : January 2026

Bachelor of science in Information Technology

Trece Martires City, Cavite

CERTIFICATION

HR Personnel Unit (Internship)

May 2025

Certificate of Completion 486 hours On-the-job training

DepEd - Cavite Division Office

Introduction to PHP

July 2025

Certificate of Completion to Introduction to PHP

Simplilearn

Azure Fundamentals

July 2025

Certificate of Completion to Azure Fundamentals

Microsoft

Software Developments

August 2025

Certificate of Completion to What is Software Development ?

Simplilearn



PORTFOLIO QR