



JOSHUA N. SORIANO

IT GRADUATE



Address:

#Blk 3, Lot 7 Lamar
Townhomes Apitong
street, Marikina Heights
Marikina City



Phone:

+639656022598



Email:

joshsoriano26@gmail.com

EDUCATION

DEGREE EDUCATION

Bestlink College of the Philippines
2019 - 2023

Bachelor of Science in **Information Technology** Major in Information Management

HIGHER SECONDARY

ABE International Business College
2017 - 2019

HIGH SCHOOL

Bagong Silangan High School
2013 - 2017

KEY SKILLS

COMPUTER LITERACY



MICROSOFT OFFICE



PROGRAMMING



TEAM LEADERSHIP



PROFILE

Dedicated IT graduate with experience in web and design, data encoding, and IT support. Proficient in Adobe Creative Suite, HTML, CSS, and XML. Known for being reliable, resourceful, and a team player with strong sense of responsibility. Always eager to learn and grow, I am looking forward contributing my skills and enthusiasm to a dynamic and supportive work environment.

SKILL HIGHLIGHTS

- Technical Skills
 - Web and graphic design (Web development).
 - Adobe Creative Suite (Photoshop).
 - HTML, CSS, XML.
- High level of maturity and sense of responsibility.
- Highly resourceful, objective and reliable.
- Ability to work in a team driven environment.

WORK EXPERIENCE

DATA ENCODER

BEI Electronics Trading / August 2018 – January 2019

- Convert data from various formats into standardized digital formats using simple tools like Microsoft Excel.
- Maintain simple encoding templates and macros to ensure consistency and efficiency in the encoding process.
- Perform basic quality assurance checks on encoded data to ensure optimal performance and reliability.

IT STAFF INTERNSHIP

Bureau of Fire Protection / April 2023 – July 2023

- Help manage and maintain IT infrastructure
- Provide technical support to BFP personnel
- Test and maintain IT systems
- Collaborate with other departments on IT issues and projects
- Support BFP's mission through IT improvements for fire prevention, protection, and response efforts.

ADMINISTRATIVE ASSISTANT

AKT Enterprise Inc. / October 2023 – March 2023

- Provides administrative support to managers and the team.
- Handles phone calls, including screening and directing calls.
- Takes detailed messages and relays information in a timely manner.
- Schedules appointments, meetings, and conference calls.
- Assists with document preparation, formatting, and proofreading.