



## 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 Web and Mobile App Development

### 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.