# JUSTINE C. MACARAYAN
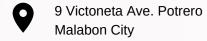
## Contact

📍 9 Victoneta Ave. Potrero Malabon City

📞 +63 945-8739-896

✉️ jmacarayan17@gmail.com

🌐 https://jusmac23.github.io/portfolio/

## Skills

- Proficient in computer systems/hardware troubleshooting and maintenance.
- Experienced in operating systems (OS) installation and setup.
- Knowledgeable in network setup and configuration, including LAN and WAN.
- Experience in switch/router configuration.
- Proficient in setting up and configuring file and printer network sharing for seamless collaboration and document management.
- Basic knowledge in computer programming languages: PHP, MySQL, JavaScript, HTML, CSS, Bootstrap, and Visual Basic.

## Objective

A dedicated and hardworking individual seeking a position in the field of Information Technology Industry in a fast-paced and dynamic organization, where I can utilize my expertise to drive success.

## Education

**Bachelor of Science in Information Technology**

2014 - 2018

*City of Malabon University*

## Work Experience

**Cooperative Development Authority 2018-2023**

**IT Support Staff - Contract of Service**

- I am responsible for assisting in the implementation of the ICT Projects aligned with the Information System (IS) Strategic Plan.
- Assist in rendering technical supports to all the online major events of CDA Head Office via zoom, google meet platform.
- Assist in the production of explainer video to be used by the cooperatives and other CDA valued clients.
- Assist in providing technical assistance by responding to technical (e.g., IT equipment and network troubleshooting) queries/problems and consultations.
- Perform tasks/assignments of ICT Division from time to time.
- Assist in conducting the Post-Production of CDA's major events inside/outside the office premises.

**Registration Staff - Contract of Service**

- Groom, scan, and upload registration records/documents into the system.
- Assist in the digitization of the internal communications/ letters/ correspondences, etc., of the Registration Division.
- Perform such other functions as may be assigned to them occasionally.

- Knowledgeable in photo and video coverage.
- Proficient in photo and video editing software: Adobe Photoshop, Canva, OBS Studio & Wondershare Filmora
- Proficient in Microsoft Office Applications (Word, Excel, PowerPoint).
- Proficient in using Google Suite applications (Docs, Sheets, Slides, Forms) for productivity and collaboration.
- Familiarity with various video conferencing applications (Zoom, Microsoft Teams, Google Meet).
- Knowledgeable in post-production management.

**VXI Global Solutions, Inc.**
**2016-2017**

**Internship - Encoder/File Clerk**

- I am responsible for sorting and organizing employees records or documents in a logical and efficient manner to ensure that files are easily accessible and up-to-date.
- Filing documents in the appropriate location and retrieving them when needed.
- Tracking the location of files that have been loaned out.

## Certificates

- National Cyber Drill 2021 "Cybersecurity starts with you: Building a Cybersecured Society"
  *DICT Cybersecurity Bureau*

- Cybersecurity Competency Framework Training
  *JM Logic*

- Data Privacy Protection Competency Framework Training
  *JM Logic*

- CDA Information Systems and Cybersecurity Awareness Training
  *Vintage Flock Studio (HTC)*

- Google Workspace Training
  *Kollab Google Cloud*

- Zoom Meeting End-User Training
  *Globe Telecom Inc.*

- Production Management Training
  *Radio Television Malacañang (RTVM)*

- Technical Assistance during the Performance on Awards and Incentives for Service Excellence (PRAISE)
  *Commendation from the CDA Chairman*

**Certificate Link:** *http://bit.ly/3XCPDnj*

## Reference

- **Vidal D. Villanueva III**
  Deputy Director General for Special Concerns
  TESDA Central Office
  oddg.sc@tesda.gov.ph
  +63 917 862 6759

- **Richard Santos**
  System Analyst
  Accenture Philippines
  chadskie02@gmail.com
  +63 9217229031

- Atty. Dominic O. Villafuerte
  Lawyer & Law Firm
  +63 9999985745