



# JUSTINE C. MACARAYAN



## Contact



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Malabon City



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<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 including firewall configuration.
- Knowledgeable in setting up Active Directory using Citrix Server.
- Proficient in setting up and configuring file and printer network sharing for seamless collaboration and document management.
- Basic to intermediate knowledge in computer programming languages: PHP MySQL, HTML, CSS, JavaScript & Bootstrap.



## 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 2018-2025

#### IT Support Specialist - 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.
- Knowledgeable in 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 and 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**
- Google Cloud Platform Training  
**Maroon Studios**
- Microsoft Power BI  
**Christopher B. Gonzales, MCP, MOS, MIA**  
Instructor
- 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: <https://bit.ly/4gce5EC>



## Reference

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