



LAYCER JOHN CASTILLO

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CONTACT

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Cabanatuan City, Nueva Ecija

SKILLS & TOOLS

- Creativity
- Public Relations
- Team Collaboration
- Time Management
- Front-end Coding
- Computer Literacy
- HTML
- Python
- CSS
- Javascript
- PHP MySQL

PROJECTS

- Calorie Calculator
- Expense Tracker
- Veterinary Care Management System

REFERENCES

Mr. Roy V. Arimbuyutan

College Professor
College of the Immaculate Conception

Phone: 0995-255-3537
Email: ryarimbuyutan@cic.edu.ph

Mr. Rommel Ocampo

Senior High School Adviser
San Josef National High School

Phone: 0965-0434-738
Email: rommelocampo7@gmail.com

Mr. Rico Sumando

Admin
AIA Philippines - Central Luzon Direct
Email: Sumando.rico@gmail.com



OBJECTIVE

As an aspiring professional, my goals include contributing to the success of the team while also growing my skills and establishing and maintaining a high quality of professionalism among the experts in the field.



WORK EXPERIENCE

Intern - Admin Assistant *January 2025 - April 2025*
AIA Philippines - Central Luzon Direct Unit
(formerly known as Philam Life)

- Assisted in the preparation and creation of insurance proposals using AIA's internal system (iPoS - Interactive Point of Sale).
- Provided support to financial advisors and clients by handling proposal documentation and ensuring accurate data input.
- Contributed to digital content creation by editing photos and promotional materials using image editing tools (e.g., Photoshop, Canva).
- Supported client engagement activities by preparing digital presentations and assisting in follow-ups.
- Gained exposure to IT systems used in the insurance industry, improving understanding of tech-enabled sales processes.



EDUCATION

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY
Major in Web Development and Cloud

College of the Immaculate Conception
J. Ilano Street, Sumacab Este, Cabanatuan City, Nueva Ecija
2021 - 2025



CERTIFICATIONS AND TRAININGS

- | | |
|---|---|
| Foundation of Web Development: CSS, Bootstrap, JS, React
Udemy (October 2024) | Information Security Fundamentals
Udemy (October 2024) |
| Python Development and Python Programming Fundamentals course by MTF Institute
Udemy (October 2024) | Introduction to Data Analysis using Microsoft Excel
Coursera Project Network (Feb 2025) |
| Data Entry Tools and Techniques
Alison (Feb 2025) | Finding, Sorting, & Filtering Data in Microsoft Excel
Coursera Project Network (Feb 2025) |
| "Breaking Barriers and Empowering Change through Global Innovation, Knowledge, Engineering and Diversity - Centered Research"
PSITE - IRCITE (March 2024) | AI ESSENTIALS: Unlocking the Power of Artificial Intelligence
DICT (February 2024) |