

MA. DONNA D. FIDELINO

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SUMMARY

A dedicated and disciplined IT professional currently serving as an employee of DOST MIMAROPA, with solid experience in the IT field. I actively engage in trainings and professional development to further enhance my expertise and contribute to innovative IT solutions within the organization. I am committed to continuous growth and to delivering value through technology-driven initiatives.

TECHNICAL SKILLS

- Programming Languages: JavaScript, python, PHP, HTML
- Web Development: MERN stack (MongoDB, Express.js, React.js, Node.js)
- Version Control: Git, GitHub
- Software Testing Tools: Selenium automation with python and manual testing and other testing methodologies.
- Responsive Design: Bootstrap, Tailwind CSS and pure CSS
- Database Management: MongoDB, MySQL
- Network Configuration
- System Administration
- Digital Marketing

SOFT SKILLS

- Communication Skills
- Detailed Oriented
- Adaptability
- Problem Solving Skills
- Logic and Critical Thinking Skills
- Attention to Detail
- Time Management
- Work Ethic
- Accountability
- Professionalism

WORK EXPERIENCE

PROJECT TECHNICAL ASSISTANT II

MIS-TSD DOST, MIMAROPA

August 2025 – Present

- Serve as a programmer responsible for maintaining, enhancing, and continuing the development of existing systems created by previous developers.
- Provide technical support and ensure system functionality, stability, and efficiency.
- Collaborate with the MIS-TSD team to implement improvements and deliver IT solutions that support the organization's goals.

EDUCATION

BACHELOR'S DEGREE | Information Technology | Marinduque State University

2021 – 2025

- Awarded With Distinction and Best Intern award.
- Completed relevant coursework in Software Development, Project Management, Technical Support, Networking, System Administration and Software Quality Assurance, gaining foundational and practical knowledge applicable in a real-world IT environment.

SENIOR HIGH SCHOOL | Information and Communication Technology | Tigwi National High School

2019-2021

- Awarded with Honor
- Completed relevant coursework in Hardware Assembly and Disassembly, Network Setup and Configuration, Software Installation and Configuration, Server Setup and Management, Troubleshooting and Repair

AWARDS /RECOGNITIONS

BEST INTERN AWARD – College of Information and Communication Technology | Marinduque State University

- Awarded for demonstrating performance, professionalism, and dedication during the on- the-job training (OJT), through consistent excellence, proactive learning, and a positive attitude, has gone and beyond the expectations on the training program
(June 4,2025)

MODEL INTERN AWARD –Department of Science and Technology -Marinduque

- Recognized for showing strong initiative, reliability, and professionalism—completing tasks proactively without needing supervision.
(April 30, 2025)

OUTSTANDING PROGRAMMER AWARD –Department of Science and Technology -Marinduque (April 30, 2025)

- Awarded for demonstrating exceptional initiative, reliability, and professionalism in programming-related tasks. Recognized for consistently completing projects with excellence and independence, showing strong problem-solving skills and the ability to deliver results without the need for supervision.

2ND RUNNER-UP KNOWLEDGE RACE – College of Information and Communication Technology | Marinduque State University

- Achieved 2nd Runner-Up in a competitive academic event focused on core areas of Information Technology, including computer networking, Windows installation, programming, and general ICT knowledge.
(April 30, 2025)

CONSISTENT DEAN’S LISTER - College of Information and Communication Technology | Marinduque State (May 8, 2024)

- Recognized for exceptional academic performance and consistent dedication to excellence in Bachelor of Science in Information Technology. Maintained consistent Dean's Lister status throughout college, with a highest General Weighted Average (GWA) of **1.28**.

COLLEGIATE SPORTS ACHIEVEMENT AWARD – College of Information and Communication Technology | Marinduque state University (June 4, 2025)

- Recognized for outstanding athletic excellence, unwavering dedication, and commendable contributions to sports. Throughout the college years, this student exemplified the true spirit of sportsmanship and leadership.

SPARKLING SALES AWARD- Department of Information and Communication Technology – MIMAROPA (September 18,2025)

- Recognized the top sales performers who consistently achieve outstanding results during the DICT-SPARK Technical Course on Digital marketing and E-Commerce

VISUAL VIRTUOSO AWARD- Department of Information and Communication Technology – MIMAROPA (September 18,2025)

- Recognized the creativity in graphics, that reflects innovation, artistic vision and technical skills during the DICT-SPARK Technical Course on Digital marketing and E-Commerce

TRAININGS & CERTIFICATIONS

CERTIFICATE OF COMPLETION: PROGRAMMING FOR INTERMEDIATE USERS USING PYTHON July 4,2024

- 8 hours of training by the Department of Information and Communication Technology

CERTIFICATE OF COMPLETION: DICT -ICT018 BASIC LABEL OF SOFTWARE ENGINEERING Aug 8 ,2024

- 8 hours of training by the Department of Information and Communication Technology

CERTIFICATE OF COMPLETION: FOUNDATIONS OF CYBERSECURITY

- 10 hours of training by COURSERA

CERTIFICATE OF COMPLETION: DICT-SPARK TECHNICA; TRAINING COURSE ON DIGITAL MARKETING AND E-COMMERCE Sept 2-13, 2024

CERTIFICATE OF COMPLETION: ON-THE-JOB TRAINING Jan 24- Ap 30, 2025

- Completed the required time 486 Hours of On-the-job training at the department of Science and Technology

WOMEN IN PUBLIC SERVICE AND GENDER ISSUES March 27,2024

- 4 hours of training Department of Information and Communication Technology -Region 4

CERTIFICATE OF COMPLETION: DICT-DLS003 MICROSOFT PRODUCTIVY TOOLS March 27,2024

- 6 hours of training Department of Information and Communication Technology

INTERNET OF THINGS (IOT) AROUND US IN EVERYDAY LIFE: IMPACT ON WOMEN March 22,2024

- 3 hours of training Department of Information and Communication Technology-Region 2

CERTIFICATE OF COMPLETION: DATA BREACHES AND YOU: WHAT TO DO WHEN YOUR INFORMATION IS EXPOSED March 6,2025

- 3 hours of training Department of Information and Communication Technology-Region 2

CERTIFICATE OF PARTIFICATION: ONLINE FREELANCING JOURNEY March 13,2024

- 4 hours of training Department of Information and Communication Technology-South Cotabato

CERTIFICATE OF PARTIFICATION: AILAM MO DAPAT: LEVERAGING THE USE OF AI TOOLS IN ACADEMIC WRITING March 13,2024

- 4 hours of training Department of Information and Communication Technology-Region IV-A

COURSE CERTIFICATE: FOUNDATIONS OF CYBERSECURITY June 9, 2024

<ul style="list-style-type: none"> 10 hours of training COURSERA Google 	JUNE 9, 2024
COURSE CERTIFICATE: CYBERSECURITY POLICY FOUNDATIONS	
<ul style="list-style-type: none"> 1 hours of training COURSERA Infosec 	NOVEMBER 2, 2024
COURSE CERTIFICATE: CHATGPT FOR BEGINNERS: SAVE TIME WITH MICROSOFT EXCEL	
<ul style="list-style-type: none"> 3 hours of training COURSERA Project Network 	NOVEMBER 2, 2024
COURSE CERTIFICATE: GOOGLE SHEETS	
<ul style="list-style-type: none"> 3 hours of training COURSERA Google Cloud 	OCT 31, 2024
COURSE CERTIFICATE: ONLINE EDUCATION: THE FOUNDATIONS OF ONLINE TEACHING	
<ul style="list-style-type: none"> 20 hours of training by COURSERA: MACQUARIE UNIVERSITY 	DECEMBER 8, 2024
COURSE CERTIFICATE: INTRODUCTION TO CYBERSECURITY	
<ul style="list-style-type: none"> 8 hours of training by CISCO Networking Academy 	DECEMBER 8, 2024
COURSE CERTIFICATE: DIGITAL AWARENESS	
<ul style="list-style-type: none"> 8 hours of training by CISCO Networking Academy collaboration with OpenEDG 	

ACADEMIC PROJECT

CAPSTONE PROJECT: PERMITTREE: ONLINE FORESTRY PERMITTING AND MANAGEMENT SYSTEM

Role: *Project Manager & QA Analyst*

- Led project planning and task coordination for a multi-role web platform.
- Performed functional, user acceptance, and ensure software quality.
- Collaborated with developers to report and verify bugs before deployment.

REFERENCES

Ronjie Mar L. Malinao, College Dean at the College of Information and Computing Sciences | Marinduque state University
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Keith Paolo A Buenaventura, Supervising Science Research Specialist | Department of Science and Technology (DOST) – Marinduque

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Art Jervin L. Magcamit, Program Head at the College of Information and Computing Sciences | Marinduque State University
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