



# Mitchie Gaspar

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## OBJECTIVES

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To secure an IT related position where I can utilize my current knowledge in the field, develop new skills, and improve my hands-on experience while contributing to the company's growth and enhancing my overall personal and professional development.

## WORK EXPERIENCE

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### Integrity Keepers Virtual Assistance (Freelance - Upwork)

Dec. 2018 – Jul. 2022

#### Data Entry Personnel

- Entered real estate data accurately using Microsoft Office Suite and Google Spreadsheet.
- Followed data entry protocols, rules, and regulations.
- Corrected data entry errors to prevent duplication.
- Checked for accuracy by verifying data and records.

### Hactiv Colab Inc.

Mar. 2023 – Jun. 2023

#### Web Developer Intern

- Developed and designed a prototype login system using React JS, Redux, Formik, & Tailwind CSS.
- Designed 3 modules for the property management system using Tailwind CSS (Announcement, Properties, Visitors).

## EDUCATION

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### Tertiary: Technological University of the Philippines

Aug. 2019 – Aug. 2023

#### Bachelor of Science in Information Technology

### Senior High School: Arellano University - EEC

Aug. 2017 – May. 2019

#### TVL-ICT (Computer Programming)

## SKILLS, PROJECT, CERTIFICATIONS & CHARACTER REFERENCE

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- **Skills:**
  - HTML, CSS, JavaScript, PHP, MySQL, CodeIgniter, ReactJS, Tailwind CSS, Bootstrap, Microsoft Office Suite, Computer Literate, Detail Oriented, Fast Learner, Critical Thinking, Problem Solving & Troubleshooting Skills, Time Management, Communication Skills, Adaptability.
- **Capstone Project:**
  - School Management System - Planned, coded, and deployed a school management system using PHP, MySQL, JavaScript, CI4 Framework, and iFastNet Web Hosting.
- **Certifications:**
  - QUEST: Quality Evaluation and Assurance in Software Testing (January 27, 2023) By Technocrats (TUP – Manila).
  - Cybersecurity in the 21st Century (January 11, 2023) By PGT (TUP – Manila).
  - Quantum Computing: Are You Ready for the Future of Computing? (November 7, 2022) By Internet Explorers (TUP – Manila).
- **Character Reference:**
  - Engr. Rommel B. Galvez
    - Position: Business Owner
    - Company: Integrity Keepers Virtual Assistance
    - Contact: +63 933-851-8503