

MARK JAY BARES

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SUMMARY

A highly motivated and detail-oriented fresh graduate with a strong passion for Technology. Eager to apply my technical skills, organizational abilities, and dedication to contribute to a dynamic team. Seeking a position to enhance my skills, gain experience, and contribute to the growth of the organization while continuing to learn within the IT field.

TECHNICAL SKILLS

- Programming & Development: PHP, JavaScript, HTML, CSS, Visual Basic, Android Studio, MySQL, SQL
- System Troubleshooting: Hardware & Software Support
- IT Support & Maintenance: Desktop, Laptop and Printer Setup
- Database Management: MySQL, SQL Server, Microsoft Access
- Design Tools: Adobe Creative Suite (Photoshop, Illustrator, Canva, Figma)
- Proficient in Microsoft Office (Word, Excel, PowerPoint)

PRE-WORK EXPERIENCE

PTV4 (People's Television Network, Inc.) **September 2023 - March 2024**
TECHNICAL SUPPORT (Internship)

- Assisted technical support for software, hardware, and network issues, delivering effective troubleshooting and solutions.
- Installed, configured, and troubleshooted system software, ensuring compatibility and optimal performance.

TRAINING

DSWD (Department of Social Welfare and Development) **August 2024 - Dec 2024**
WEB DESIGNER/WEB DEVELOPER

- Managed system software installation and troubleshooting, assisted in development and testing, ensuring quality.
- Developed and optimized web systems by writing clean, efficient code, troubleshooting technical issues, and implementing improvements, while actively learning and applying new technologies to enhance project outcomes.
- Collaborated with the development team to design user-friendly interfaces and improve user experience, contributing to the overall functionality and accessibility of internal web applications.

WORK EXPERIENCE

PREI (Pascal Resources Energy, Inc.) **May 2025 - Present**
System Developer

- Developed and maintained internal web systems, handling both front-end and back-end tasks to ensure performance, reliability, and user accessibility.
- Collaborated with teams to gather requirements, troubleshoot issues, and implement solutions that supported business operations and improved system functionality.
- Provided technical support and conducted system testing, deployment, and maintenance to ensure smooth and secure system operations.

EDUCATION

Bachelor of Science in Information Technology **August 2020 - June 2024**
Quezon City University

LANGUAGE

- Languages: English, Filipino

REFERENCE

Athena Renevieve Loreno (Data analyst I) Rey Jay Encinas (IT STAFF/ENCODER)
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