

## PRINCE E. SANGUAN

Purok III, Km. 50 Lalaan 2<sup>nd</sup> Silang Cavite

09473808046

Email Address: Princesanguan44@gmail.com



### OBJECTIVE

- Eager to excel as a Full Stack Developer, leveraging my passion for algorithmic problem-solving and embracing challenges in website development. Committed to contributing innovative solutions and growth within the IT industry.

### SUMMARY OF QUALIFICATION

- **Technical Expertise:** Proficient in HTML, CSS, JavaScript, MySQL Database, PHP, Git, Github, and Bootstrap, with a strong foundation in web development technologies to excel as a Full Stack Developer. Responds well in fast-paced, high pressure environment.
- **Effective Communication and Adaptability:** Proven interpersonal communication skills, delivering good customer service to clients. Responds well in fast-paced, high-pressure environments, adapting easily to new concepts and responsibilities.
- **Diverse Administrative Skills:** Experienced in clerical tasks, light bookkeeping, and interdepartmental coordination. A proactive Administrative Aide with a strong sense of responsibility and commitment to seamless office operations.

### WORKING EXPERIENCE

January 2020 – Present  
National Government  
Department of Foreign Affairs

#### Administrative Officer (IT Assistant)

- Responsible for the effective management and troubleshooting of computer systems, printers, and queue numbering equipment in the office.
- Leveraged comprehensive knowledge of network administration and security to support the IT department in maintaining a reliable and secure office network.

June 2019 – December 2019  
DBP Service Corporation  
Department of Foreign Affairs

#### Encoder

- Ensuring the precise and error-free entry of vital applicant information into the passport database. Maintained a high level of accuracy while meeting strict

deadlines, contributing to streamlined processes and exceptional service delivery.

- Entrusted with safeguarding the integrity of crucial applicant data on passports. Demonstrated meticulous attention to detail and adherence to strict data security protocols, maintaining a flawless record of error-free data entry throughout tenure.

February 2019 – May 2019

Municipality of Silang Cavite

Municipal Economic and Investment Promotions Office

### **Administrative Aide**

- Proficient in executing a wide array of clerical tasks within a dynamic office environment. Demonstrates adeptness in performing light bookkeeping duties, ensuring accurate financial records.
- Efficiently coordinates with various departments to facilitate seamless communication and smooth workflow. Possesses a proactive approach to task completion and exhibits a strong sense of responsibility in handling any assigned duties.

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## **EDUCATIONAL BACKGROUND**

<b>Tertiary:</b>	Bachelor of Science in Statistics Rizal Technological University Boni Ave., Brgy. Malamig, Mandaluyong City (2013 -2017)
<b>Secondary:</b>	Mataas na Paaralang Neptali A. Gonzales Barangay Mauway, Mandaluyong City (2009 -2013)
<b>Primary:</b>	Nueve De Pebrero Elementary School Barangay Addition Hills. Mandaluyong City (2003-2009)

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## **OTHER SKILLS**

- Proficient in HTML, CSS, Javascript, MYSQL Database, PHP, Git, Github and Bootstrap.

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## OTHER EXPERIENCE

- Civil Service Professional ( Passer March 2018 )
- Undergo of KODEGO bootcamp (Full Stack Developer) April 2023

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## PERSONAL BACKGROUND

Date of Birth:	April 4, 1997
Age:	26 yrs. Old
Civil Status	Single
Citizenship:	Filipino
Height:	5'5
Weight:	60kgs.

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## CHARACTER REFERENCE

### **Marc Kenneth Lomio**

BlastAsia Inc | Senior Software Engineer  
09081277570

### **Jason Averilla**

Department of Foreign Affairs | Information Technology Officer  
09178564916

### **Leo Mark Payumo**

Outsourced | Full Stack Developer  
09351234234