

## SHAWN HILL ROMANTICO JOVELLANO

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Sumacab Este Purok 3 • Cabanatuan City, Nueva Ecija, 3100 • shawnhilljovellano13@gmail.com • 09612597525

### Education

#### NUEVA ECIJA UNIVERSITY OF SCIENCE AND TECHNOLOGY

Bachelor of Science and Information Technology  
Major In Network Systems Technology

Cabanatuan City, N.E  
Present

#### DINGALAN NATIONAL HIGH SCHOOL

Technical And Vocational Livelihood (TVL)  
Specialises In Information and Communications Technology

Dingalan, Aurora  
2020-2021

#### Dingalan Central School

Elementary

Dingalan, Aurora  
2015-2016

### Experience

#### CCLAND WORLD OF SWEETS

STAFF/MARKETING ASSISTANT

Sta. Rosa, N.E  
Sept-Feb, 2022

- Adapted quickly to responsibilities by actively seeking guidance and learning processes
- Assisted customers effectively, providing support and resolving complaints in a timely manner
- Developed strong communication skills through regular customer interaction

#### DINGALAN LGU (ADMINISTRATOR OFFICE)

STAFF/INTERVIEWER

Dingalan, Aurora

- Conducted structured interviews to verify applicant information and determine eligibility
- Maintained confidentiality of sensitive information while delivering excellent service
- Reviewed and validated supporting documents and records, ensuring compliance with requirements

### Skills

**Networking:** Design and layout of wiring, router/switch installation, troubleshooting.

**Programming:** Basic frontend (HTML and CSS) and backend coding.

**Design:** UI/UX prototyping with Figma.

**Technical Support:** Problem-solving and customer assistance.

**Communication:** Clear customer interaction, interviewing, and problem explanation

**Certification**

**IT Specialist – Networking**, Certiport  
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**Leadership and Seminars**

CICT LOCAL STUDENT GOVERNMENT (VOLUNTEER)	2021-2023
CICT-LSG BUSINESS MANAGER	2024-2025
CICT-LSG HEAD OF STUDENT SERVICES	2025
THE NEXT GENERATION OF BUILDERS: EMPOWERING YOUTH TO CREATE BIAS-AWARE AI	2025
DATA SCIENCE AND ANALYTICS	2025
DATA PRIVACY AWARENESS	2025
LEARN AI AND CHATGPT FOR THE DIGITAL WORKFORCE	2025

**CHARACTER REFERENCE**

**GLORIA ALCANTARA, PH.D**  
**Professor**  
**University of the Cordilleras**  
**09214081964**