

# SHIELA ANN A. ELECO

FRONT-END DEVELOPER

To be able to utilize my knowledge and skills in an organization that provides opportunities for growth and advancement while also contributing to the growth of the organization.

## Work History

April – June 2022	<b>Data Management Intern</b> <i>Ms. Francis Faye Fernando, MSWD–Lima</i> <ul style="list-style-type: none"><li>Obtained scanned records and uploaded into database.</li><li>Added documents to file records and created new records to support filing needs.</li><li>Coded and processed applications into required electronic formats.</li><li>Searched, extracted and interpreted information to determine correct input procedure.</li><li>Reviewed validation output and performed specified manual checks on data to evaluate consistency and completeness.</li></ul>
May – June 2016	<b>Student Assistant</b> <i>Special Program for the Employment of Students (SPES) – DOLE – Mariveles</i> <ul style="list-style-type: none"><li>Provided clerical support, addressing routine and special requirements.</li><li>Organized materials in the office records based on the requirements outlined by teacher.</li><li>Completed range of simultaneous job tasks to support teacher's need.</li></ul>

## Education

August 2018 – July 2022	<b>Bachelor of Science in Computer Engineering</b> <i>Eastwoods Professional College of Science &amp; Technology – Balanga, Bataan</i> Cum Laude
June 2016 – May 2018	<b>General Academic Strand</b> <i>Mariveles Senior High School – Sitio Mabuhay</i> With Honors

## Certifications

April 2022	IECEP Bulacan: A Primer on ICT Careers
June 2022	Computer Engineering: Understanding Electronics in a New Normal
June 2022	Web System and Technologies 101
October 2022	The Complete 2022 Web Development Bootcamp
April 2019	First Robotics Learning Center



## Contact

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**Portfolio Links**

- <https://shiraojou.github.io/Shira/>

## Skills

- HTML
- CSS
- JavaScript
- Node.js
- GitHub
- MongoDB
- Bootstrap
- Basic knowledge in electronics
- Data Entry
- File Management
- Computer Literate (MS Word, Excel, and PowerPoint)
- Versatile, hardworking, and eager to learn new things