JAYVEE MABILANGAN

BS IN INDUSTRIAL TECHNOLOGY MAJOR IN COMPUTER TECHNOLOGY

Brgy. San Lorenzo Mauban Quezon Philippines +639187730586

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PROFESSIONAL SUMMARY

I am seeking to enhance my skills and expertise to augment the knowledge I gained from my prior internship and job experiences. In return, I am committed to contributing my dedicated service and determination to become a valuable asset to your company during the entirety of my training period

CORE QUALIFICATIONS

- Proficient in using Microsoft Office, Google Docs, Google Spreadsheets etc.
- Troubleshooting: Skills in diagnosing and resolving technical issues in software, hardware, and networks.
- Verbal and Written Communication: Communicating technical concepts to non-technical stakeholders.
- Programming Languages: Basic Knowledge in languages like Python, C++, HTML, CSS, JavaScript, SQL, etc.
- Networking Basics: Understanding of networking principles (TCP/IP, DNS, routing, etc.).
- Database Management: Knowledge of SQL and database systems like MySQL and MS Access.
- Continuous Learning: Staying updated with the latest technologies, programming languages, and IT practices.
- Time Management: Ability to prioritize tasks and manage multiple projects or assignments.

EXPERIENCE

IT Staff/Web Developer - OJT 2

March - July 2024
LGU Lucban, Quezon

- Providing IT support to LGU staff in resolving hardware, software, and network issues.
- Assisting an event in every Brgy in their sound system.
- Facilitating the gymnasium like scoring, network issues in scorer, hardware issues in SLSU ICCAC 2024.
- Making a responsive Scheduling Website with my OJT Team using PHP, HTML, CSS, JAVASCRIPT.
- Managing the website database using MYSQL Database.
- Assisting the staff in taking photo and video of the participants house design in PAHIYAS FESTIVAL 2024.

IT STAFF/App Developer - OJT 1

Oct - Dec 2023
San Luis Development Cooperative Lucban, Quezon

- Providing IT support to SLDC in resolving hardware, software, and network issues.
- Helping my OJT Team in editing video using Photoshop.
- Building a WEBSITE with my Team for the cooperative using HTML, CSS and JAVASCRIPT.
- Assisting our supervisor in computer hardware issues.
- Building a POS and Inventory System for the cooperative grocery store using vb.Net language and VS 2012.
- Managing the POS and Inventory System database using MYSQL Database.

SOCIAL MEDIA MANAGER - ADMIN ASSISTANT

Aug - Nov 2023
Work From Home/Part time Job - Mauban, Quezon

- Monitor and promptly respond to comments, messages, and inquiries across all social media platforms in a professional and engaging manner in Facebook and Instagram.
- Schedule, publish, and monitor posts in FB and IG, ensuring consistency and adherence to the content calendar.

EDUCATION

BS IN INDUSTRIAL TECHNOLOGY MAJOR IN COMPUTER TECHNOLOGY

SEP 2020 - AUG 2024
Southern Luzon State University | Lucban Quezon
CUM LAUDE

GENERAL ACADEMIC STRAND

2018 - 2020
Manuel S. Enverga Memorial School of Arts and Trade| Mauban Quezon
WITH HONORS

JUNIOR HIGH SCHOOL
2014 - 2018
Infanta National High School | Infanta Quezon
Dr. Maria D. Pastrana National High School | Mauban Quezon
ELEMENTARY
2008 - 2014
Infanta Central Elementary School | Infanta Quezon

INTERNSHIP

LOCAL GOVERNMENT UNIT - LUCBAN QUEZON (OJT 2)
MARCH - JULY 2024
Lucban, Quezon

SAN LUIS DEVELOPMENT COOPERATIVE - LUCBAN BRANCH (OJT 1)
OCT - DEC 2023
General Lucban corner Emilio Jacinto St. Lucban, Quezon

MANUEL S. ENVERGA MEMORIAL SCHOOL OF ARTS AND TRADE - INTERNSHIP
2019 - 2020
Mauban, Quezon

CERTIFICATIONS
- National Certificate II in Computer System Servicing 2023 - Passed
- ACTS Certificate of Recognition 2023-2024
- Internet Media and Information Literacy Training 2022
- Digital Literacy Training: Creating Floor Plan and Network Design using MS Visio 2022

AFFILIATION
- Association of Computer Technology Students 2023-2024

LANGUEGE/S
- English
- Tagalog/Filipino

CHARACTER REFERENCE/S

DR. RICARYL CATHERINE PORNASDORO CRUZ
College Dean |
MR. JOHN DERICK ABUSTAN
SLDC IT Supervisor |
ENGR. RENANTE D. ABUYAN
LGU-Lucban ICT Supervisor |