

# Victoria Angela A. Tagalan

📞 09774956126 — ✉ tagalanvictoria03@gmail.com —  linkedin.com/in/victoria-tagalan-849412282/ —  github.com/Viktworya —  behance.net/victoriatagalan

**Summary** — This summary highlights the achievements and skills I have gained throughout my academic journey, freelance work, and professional experience, as well as my internship. These experiences have collectively contributed to building a strong foundation for a successful career in the IT industry.

## Skills

### Proficient in Microsoft Office

- WORD, EXCEL, POWERPOINT, OUTLOOK, ACCESS, ONENOTE

### Web Development

- HTML, CSS, PHP, JAVASCRIPT, BOOTSTRAP, REACT, WORDPRESS

### Mobile Development (iOS)

- XCODE, SWIFT

### Mobile Development (Android)

- ANDROID STUDIO, XML, KOTLIN, JAVA

### Graphic Design

- ADOBE PHOTOSHOP, ADOBE ILLUSTRATOR, CANVA, FIGMA

### Database Management

- MYSQL, MICROSOFT SQL SERVER, ORACLE, XAMPP

## Education

### Our Lady Of Fatima Universtiy

*K12 - Humanities and Social Sciences (HUMSS)*

### Our Lady Of Fatima Universtiy

*Bachelor of Science in Information Technology*

## Work Experience

### SALT Marketing - Colorado, USA

July 2019 – 2020

*DATA ENCODING AND LEAD GENERATION*

- Conducted comprehensive research to identify potential clients/customers using various platforms, including industry-specific databases and online tools, while managing workflows for efficient operations.

### FREELANCER

March 2024 – Present

*GRAPHIC DESIGNER*

- Designed and created custom mockups for brochures, marketing materials, social media reels, and posters for international companies.

## Internship Experience

### The Umonics Method - Singapore

Feb 2025 – Present

*IT Intern*

- Oversaw **domain maintenance and managed several websites**, ensuring regular updates, security scans, and the application of IP blocking measures. In addition, I **served as the lead monitor**, overseeing and reviewing the work of other assigned interns.
- **Developed website project** from the ground up **using WordPress on localhost**.
- Took **graphic design project**, collaborating closely with my supervisor.
- Advanced to the **IT Monitoring Team**, where I was responsible for managing both current and new intern accounts, including onboarding, attendance tracking, account creation, Daily Time Record (DTR) management, team progress reporting, and offboarding.
- Subsequently, I was **moved to the Team Lead Assistants role**, where I managed GSC inspections, double-checked and reviewed the materials created by interns on collaborative projects, and worked closely with my supervisor to ensure the accuracy and quality of all materials through thorough revisions and feedback.

Academic Research

MEMORYMINDER: A Mobile and Smartwatch Companion for Enhanced Alzheimer’s Support with Analytics

Principal Investigator

March 2024 – Feb 2025

- Led the research project aimed at developing a mobile and smartwatch application to support Alzheimer’s patients through enhanced analytics.
- Focused on the integration of mobile and wearable technology to improve cognitive tracking and provide real-time data for caregivers and medical professionals.

Athena’s Vapeshop - Point of Sale System

Project Manager

Sept 2023 – May 2024

- Managed the development of a comprehensive point of sale system for a local business.
- Led a team to design, implement, and maintain a system to streamline the business’s sales, inventory management, and customer relationship processes.
- Oversaw project timelines, budget, and coordinated with stakeholders to ensure project goals were met.

Certifications

Google Technical Support Fundamentals

Dec 2024

Coursera

- Acquired foundational knowledge in technical support, including diagnosing software and hardware issues, and providing support to end-users.

Network Defense

Nov 2024

Cisco

- Gained comprehensive knowledge in network defense strategies, including detection, prevention, and mitigation of network security threats.

Ethical Hacker

Oct 2024

Cisco

- Acquired skills in ethical hacking techniques to identify vulnerabilities in systems and ensure secure IT infrastructures.

Endpoint Security

Sept 2024

Cisco

- Learned methods to protect endpoints in a network, ensuring secure data transmission and protection against malware and other threats.

Graphic Design Essentials

July 2024

Canva

- Mastered essential graphic design skills for creating visual content, including layouts, typography, and color theory.

Junior Cyber Security Analyst Career Path

May 2024

Cisco

- Gained foundational knowledge of cyber security, including understanding security threats, tools, and protective measures.

Data Analytics Essential

March 2024

Cisco

- Developed an understanding of data analytics, including data collection, visualization, and analysis to drive decision-making processes.

Introduction to Cyber Security

Feb 2024

Cisco

- Learned fundamental cyber security concepts, including types of attacks, encryption techniques, and security protocols.

Computer Hardware Basics

July 2023

Cisco

- Gained a solid foundation in computer hardware components, system assembly, and troubleshooting methods.