



JAYPEE P. BACLAO

Labo, Camarines Norte
+63 9925391303
baclaojaypee08@gmail.com

OBJECTIVE

To gain hands-on experience in IT infrastructure, systems administration, and technical support within a professional IT services environment, while enhancing my technical competencies, troubleshooting skills, and industry readiness through guided mentorship and real-world projects.

EDUCATION

Camarines Norte State College 2022 - Present
Bachelor of Science in Information Technology
Daet, Camarines Norte

Sisters of Mary School - Adlas, Inc. 2016 - 2021
With Honors
TVL - Electrical Installation and Maintenance
Silang, Cavite

SKILLS

- Basic computer hardware troubleshooting and preventive maintenance
 - Software installation and system setup
 - Fundamental networking concepts (LAN, IP addressing)
 - Microsoft Office and Google Workspace productivity tools
 - Strong willingness to learn and continuously improve technical skills
 - Good communication and teamwork abilities
 - Responsible, organized, and detail-oriented
 - Adaptable in new technical and professional environments
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ACADEMIC PROJECTS & EXPERIENCE

Property, Plant, and Equipment (PP&E) Management System with NFC Integration (Capstone Project)

- Design and developed a system for tracking and managing using NFC technology to automate asset management.
- Collaborated on system architecture, software testing and technical documentation.
- Enhanced asset accountability and streamlined reporting process for better data accuracy.

Inventory and IoT-Based School Systems

- Participated in the development of inventory-related systems as part of academic requirements.
 - Assisted in implementing basic IoT concepts for asset monitoring and data collection.
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SEMINARS & TRAININGS

Automation for Business with Low-Code Tools

Vinzons Ave., Daet, Camarines Norte
July 24, 2025

12th Bicol Youth Congress in Information Technology

F. Pimentel Avenue, Barangay 2, Daet, Camarines Norte
April 21-22, 2024

Character References available upon request