



0966 643 1502



232 Santiago, Malvar, Batangas



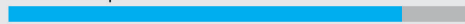
nathan.glaja@gmail.com

PERSONAL

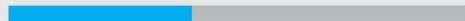
Birthdate : December 20, 1992
Civil Status : Single
Nationality : Filipino
Languages : English, Tagalog

PROFESSIONAL SKILLS

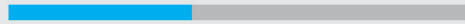
Photoshop



Illustrator



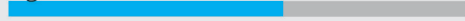
Premiere



Vegas Pro



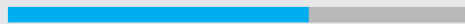
Lightroom



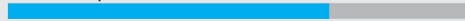
HTML



CSS



Bootstrap



CORE COMPETENCIES

- Communication
- Problem Solving
- Attention to details
- Creative thinking
- Technical Capabilities
- Manage time efficiently
- Planning and Organizing
- Adaptability
- Working Independently
- Multitasking
- Teamwork Skills
- Data Management

NATHANIEL LAJA

To be employed in a reputable and competitive company/institution wherein I can make use and further improve my knowledge gained, skills acquired in all aspects of my performance and enrich my professional growth.

WORK EXPERIENCE

Nov 2019 - Oct 2020

Developer/Team Leader/Section Admin Assistant JINDINGYUAN BUSINESS SUPPORT INC.

Filinvest Cyberzone, Building B, Superblock A, Central Business Park 1-A, Bay City, Pasay City

Duties and Responsibilities:

- Maintaining and upgrading existing websites
- Identifying areas for modification in existing programs and subsequently developing modifications
- Filling websites and other content with effective keywords
- Optimizing pages for desktop, tablet, and mobile use.
- Create and edit content to include popular keywords.
- Update existing content to include more keywords.
- Develop software automation
- Accurately and efficiently encode all data that needs organizing and recording
- Perform any other office tasks that management requires assistance with (sending emails, researching, etc...)
- Handle and manage the team
- Segregating work loads to team
- Respond to team's questions, problems and complaints
- Manage team's dayoffs
- Replying and scheduling applicants' inquiries
- Interviewing applicants

Sept 2018 - June 2019

Junior Front-End Web Developer/Graphic Designer Ameritech Global Solutions Inc. (AGSI)

Brgy. Balintawak, Lipa City, Batangas

June - Sept 2018

Admin Clerk Mayor's Office

April - July 2016

Admin Clerk Municipal Disaster Risk Reduction and Office (MDRRMO) Municipality of Malvar - LGU

Brgy. San Pioquinto, Malvar, Batangas

Oct 2013 - Feb 2014

Production Operator ON Semiconductor

Brgy. Maduya, Carmona, Cavite

EDUCATION

Batangas State University JPLPC - Malvar

Bachelor of Science in Information Technology
Major in Management Information System (MIS)
SY 2014 - 2018

Malvar National High School

Secondary Education
SY 2007 - 2009

CHARACTER REFERENCE

Edison Manalo

Lead Editor | WOW Batangas
0933 494 6366

Joseph Torres

Thesis Adviser
0935 219 0234

Maria Graciela Bucad

OIC-Dean | BatStateU JPLPC - Malvar
0998 563 2507
gracerbucad@gmail.com

Rey Latayan Villegas, EnP

Malvar Municipal Legal Officer
0917 863 0792