CARLO C. HOCON

CONTACT INFO

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OBJECTIVE

- Seeking a position in a dynamic organization of IT Industry where I can utilize my current set of skills and experience to contribute to the growth and success of the company, while continuing to learn and develop my professional abilities.

PROFILE

- Age: 23 years old
- Date of Birth: August 4, 2000
- Nationality: Filipino
- Civil Status: Single

RELEVANT SKILLS

- UI / UX Designer
- Basic Graphic Design
- Troubleshooting
- Quality Testing
- Microsoft Office Proficiency
- Documentation
- HTML and CSS
- Javascript
- Wordpress
- Bilingual
- Time-managament
- Adaptability

APPS AND TOOLS

- Canva
- Visual Studio Code
- Google Workspace
- Microsoft Office (PowerPoint, Word, Excel)
- Flutter
- Tailwind CSS
- GitHub

SCAN TO VIEW MY PORTFOLIO AND CERTIFICATES

EDUCATIONAL BACKGROUND

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES SAN PEDRO CAMPUS   **2019-2023**

Bachelor of Science in Information Technology

- Dean's Lister S.Y 2020-2021

SAN PEDRO RELOCATION CENTER NATIONAL HIGH SCHOOL - MAIN CAMPUS   **2017-2019**

Humanities and Social Sciences - Academic

- Academic Excellence Awardee 2017-2018
- Certificate of Merit in the First Quarter of S.Y 2018-2019
- Certificate of Merit in the Second Quarter of S.Y 2018-2019

EXPERIENCE

- **Data Entry Clerk at Almendrala Industrial Services Company (2018-2019)**
  -- Encoding information about the customer including their purchase, date, personal information, etc. in MS Excel
  -- Verifying the accuracy of data by comparing it to source documents and cross-checking for errors and missing information
  -- Generate reports about daily works of employees.
- **REFORMS: A Record and Fee Collection Management System with Automated Document Generation for SKLTODA Inc.** (Capstone Project)
  -- Helped to design an UI/UX using tailwindcss.
  -- Technical Documentation for papers.
  -- Quality Testing of system, analyzing and finding possible bugs.
- **EasyUlam - Flutter (Group Activity)**
  -- Helped to code recipes, process, categories, etc.
  -- Quality Tester
- **Quiz Application - Flutter (Individual Activity)**
  -- Developed a simple mobile quiz application consists of 10 questions about Computer in general.
- **Computer Laboratory Assistant / Admission Officer at Polytechnic University of the Philippines - San Pedro Campus**
  -- Hardware Services such as Maintenance, Restoring, Troubleshooting, etc.
  -- Content Management
  -- Admission of CAEPUP Applicants
  -- Data-Entry
  -- Software Installation

WEBINAR/TRAINING ATTENDED

- **DEVCON:** Unleashing the Power of Technology: The path for a brighter future.
- **DICT:** ICT 101: Introduce to Technology and Its Effects.
- **DEVCON:** Code Camp.
- **DICT:** Kabataang digital: Career opportunities in ICT.
- **WASD 2023:** Breaking into the Game Industry.

REFERENCES

[Available upon request.]

CARLO CLARO HOCON
SIGNATURE OVER PRINTED NAME