



## Carlito I. Mendoza

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Address: Sapanta Compound, Maahas, Los Baños, Laguna

Birthday: June 20, 2000

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### Summary

A detail-oriented computer science graduate with adequate programming skills, satisfactory troubleshooting abilities, and a strong background in software documentation. A highly effective team player dedicated to continuous learning, staying updated with industry trends, and thriving in high-pressure situations. Demonstrates a genuine enthusiasm for acquiring new knowledge, exhibiting flexibility, and seamlessly adapting to evolving environments.

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### Skills

- Possess a working knowledge of PHP and JavaScript syntax and basic programming concepts
  - Knowledge of computer graphics and visualization techniques
  - Experience in troubleshooting common computer problems such as system crashes, slow performance, and connectivity issues.
  - Proficient in using Microsoft Office applications, including Word, Excel, and PowerPoint, for creating professional documents and presentations.
  - Proficient in software documentation and technical writing
  - Excellent problem-solving and debugging skills
  - Understanding of operating system concepts and experience with Windows
  - Effective collaboration and communication skills within multidisciplinary teams
  - Commitment to continuous learning and staying updated with industry trends
  - Strong attention to detail, organization, and time management
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### Educational Background

#### **Bachelor of Science in Computer Science (2023)**

Don Mariano Marcos Memorial State University- South La Union Campus  
Consolacion, Agoo, La Union

#### **Career Service Examination Pen and Paper Test Professional Level Passer (March 2023)**

Catbangan, San Fernando, La Union

#### **Online Purchase Request Application System (Thesis, 2023)**

Don Mariano Marcos Memorial State University – South La Union Campus  
Consolacion, Agoo, La Union

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## Professional Background

### Bureau of Fire Protection – Agoo, La Union (July 2022 – August 2022)

#### Intern

- Conducted PC troubleshooting to diagnose and resolve technical issues for smooth computer operations.
- Configured local area networks (LAN) to ensure seamless connectivity and efficient data transfer.
- Managed and organized documents, both physical and digital, for easy retrieval and streamlined workflow.
- Utilized graphic design skills to create visually appealing designs, contributing to marketing and promotional materials.
- Sorted and categorized documents, improving accessibility and facilitating efficient document management.
- Actively posted information on social media platforms to engage the community and raise awareness about fire safety.
- Documented activities and events, ensuring accurate and comprehensive records for future reference and analysis.
- Assisted in PC set-up, assembling and configuring computer systems to meet specific requirements and optimize performance.
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## Seminars and Trainings

- Responsive Web Design (**Online Course, June 2023**)
- Introduction to Azure Data Platform (**Webinar, March 2023**)
- Siklab Igniter Series Episode #3: Web Application Penetration Testing (**Webinar, October 2022**)
- Discovering the Power of Static Web Apps (**Webinar, October 2022**)
- HTML Essential Training (**Online Course, July 2022**)
- Graphic Design Certification (**Online Course, July 2022**)
- Essential of Web Graphics (**Webinar, March 4, 2022**)
- Learn PHP for Beginners (**Online Course, November 2021**)
- Python Programming Tutorial for Absolute Beginner (**Online Course, November 2021**)
- Wireframing and User Interface Prototyping Using Figma (**Webinar, October 2021**)

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## Character References

### Jerome P. Songcuan

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Doctor of Information Technology – College of Computer Science

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Teacher I, DepEd

Dagupan City National High School, Dagupan City, Pangasinan

Part Time Instructor

Graystone Institute of the Philippines, Dagupan City, Pangasinan

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Project Technical Assistant IV

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