



Contact

Phone

09703738501

Email

clairenakilacc@gmail.com

Permanent Address

Alegria, Surigao del Norte

Birth Date

January 28, 2003

Portfolio

[claire-nakila.app](#)

Education

2021-2025

Bachelor of Science in Information Systems

Magna Cum Laude (Civil Service Eligible)

Caraga State University-Main Campus
Ampayon, Butuan City

2019-2021

Science, Technology, Engineering, and Mathematics (STEM)

Alegria Stand Alone Senior High School
Alegria, Surigao del Norte

Skills

- Web design and Development
- Graphic Design
- Database Structure Design
- Inventory Management
- Communication Skills
- Basic to Intermediate Microsoft Office Skills
- Photo and Video Editing

Language

English

Surigaonon

Filipino

Claire P. Nakila

About Me

An information system graduate with experience in developing web systems, designing database structures, performing system analysis, creating data visualizations through dashboards, handling equipment inventory, using Microsoft Office tools, editing photos and videos, and doing graphic design.

Work Experience

Jan. 2018 - Present

Freelance/Local Clients

Photo/Video Editor (Commission-Based)

- Independently edited photos and videos based on client needs, managed and priced local commission-based projects.

Nov. 2022 - Jun. 2025

Caraga State University

Student Assistant

- Assisted clerical and administrative work
- Conducted computer laboratory equipment inventory
- Maintained computer laboratory cleanliness, troubleshoot minor computer defects, installed application software, and reformatted computer units

Jan. 2025 - May 2025

Caraga State University - CCIS Computer Laboratory

Student Intern | Main Full-Stack Developer

- Designed and developed the CCIS Equipment and Resource Management App (ERMA) v1 and v2, a web-based equipment, facility, and supplies inventory system with borrowing, monitoring, and critical stock features, using Laravel and MySQL.

Trainings

- Aug. 15, 2024 Functional Composition, DICT LMS
- Aug. 09, 2024 Trends in Arts and Design, DICT LMS
- Jul. 27, 2024 Principles of Design, DICT LMS
- Jul. 22, 2024 Designing Presentation Slides, DICT LMS
- Jul. 20, 2024 Canva for Graphic Design, DICT LMS
- Dec. 28, 2022 Networking Basics, CISCO Networking Academy

Reference

Vicente A. Pitogo, DIT

Vice President for Academic Affairs- Caraga State University
Ampayon, Butuan City

Phone: 09300046173

Clark Justine L. Gonzales, MSc.

Data Center Administrator- Caraga State University
Ampayon, Butuan City

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