Jose Enrique B. Carpio

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(+63) 995-873-6371

SUMMARY

Information Technology student with experience in document handling, encoding, and basic web development. Familiar with Microsoft Office tools. Detail-oriented, adaptable, versatile, and a fast learner.

EXPERIENCE

On-the-Job Trainee – Provincial Treasurer's Office, The Bunker, Bataan   February 2025 – June 2025

- Organized and sorted real property tax and socialized housing documents by barangay, month, and year
- Encoded taxpayer information in Microsoft Excel
- Managed raffle ticket organization and retrieval of patient medical receipts
- Supported staff in locating original receipts and triplicate copies of various documents

On-the-Job Trainee – Office of the Mayor, Municipality of Samal, Bataan   September 2023 – October 2023
September 2024 – October 2024

- Performed clerical support tasks including document sorting, filing, and encoding
- Assisted in preparing communications and basic reports
- Exposed to local government operations and customer service processes

EDUCATION

Bataan Peninsula State University – Main Campus
Bachelor of Science in Information Technology
2021 – 2026 (Expected Graduation)
- Completed academic requirements with focus on systems development, IT fundamentals, and web technologies

Jose Rizal Institute Senior High School – Orani, Bataan
Senior High School (2019 – 2021) | Academic Strand: STEM

CERTIFICATION

- Microsoft Office Specialist: Microsoft 365 Apps Associate (2025)
- Microsoft Office Specialist: Word (2025)
- Microsoft Office Specialist: Excel (2025)
- Microsoft Office Specialist: PowerPoint (2025)
- Information Technology Specialist – Device Configuration and Management (2024)
- Information Technology Specialist – Network Security (2024)
- Information Technology Specialist – Networking (2024)
- Information Technology Specialist – Cybersecurity (2023)

PROFESSIONAL SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Web Development (HTML, CSS, etc.)
- Basic MySQL Database Operations
- Document Handling & Data Encoding
- Video Editing (After Effects, Capcut)
- Adaptability & Problem Solving
- Detail-Oriented & Fast Learner
- Communication & Team Collaboration