



# Jose Enrique Carpio

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## PROFILE

A BSIT graduate with hands-on experience in both government and private settings through OJT and development work. Adaptable, fast learner, and motivated to apply my skills and dedication to contribute to your company's success.

## EXPERTISE

- Web Development (HTML, CSS, Bootstrap, Tailwind)
- Database Management (MySQL, PHPMyAdmin)
- System Development and Maintenance
- Troubleshooting and Technical Support
- Microsoft Office (Word, Excel, PowerPoint)
- Video Editing (After Effects)
- Data Encoding and Documentation
- Customer and Client Assistance

## LANGUAGE

- Filipino
- English

## EXPERIENCES

**Provincial Treasurer's Office – The Bunker, Bataan**  
February – 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

**Office of the Mayor – Municipality of Samal, Bataan**  
September – October (2023) & September – 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

**System Developer (Project-Based) – 5B Auto Supply, Quezon City**  
September – October (2025)

- Developed and deployed an Inventory Management System tailored to business needs.
- Designed database structure and implemented features for tracking stocks, sales, and suppliers.
- Collaborated with end users to test and refine the system for smoother daily operations.

## EDUCATION

**Bataan Peninsula State University – Balanga, Bataan**  
**Bachelor of Science in Information Technology**  
*Major in Network and Web Applications*  
**Expected Graduation: February 2026**

## CERTIFICATES

- 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)