



Jose Enrique Carpio

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PROFILE

A BSIT fresh graduate and aspiring Full Stack Developer with experience in both government and private settings, focusing on web and system development. Highly motivated, fast learner, and committed to continuous growth in the IT field.

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 real property tax and socialized housing documents by barangay, month, and year for efficient retrieval.
- Entered taxpayer data in Microsoft Excel with accuracy and consistency.
- Managed raffle ticket tracking and retrieval of patient medical receipts.
- Assisted staff in locating original and duplicate documents to streamline workflow.
- Prepared and maintained reports to support administrative operations.

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: Microsoft365 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)