



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

Jose Enrique Carpio



+63 995 873 6371



ejcarpio123@gmail.com

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)