

# ERICKA MAE MATEO

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## CAREER OBJECTIVE

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To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization. To solve problems in a creative and effective manner in a challenging position.

## KNOWLEDGE, SKILLS AND ATTITUDE

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- Ability to gather and provide information effectively, make presentation, communicate with coworkers and clients professionally.
- Ability to analyze data, information business and/or other work related situations.
- Has a strong attention to details.
- Ability to maintain schedules and meet deadlines.
- Has an Initiative and are able to take charge of demanding situations.
- Practical understanding of workplace standards: legal, ethic, social and security.
- Ability to manage change, deal with situations as they arise and work independently or as part of a team.

## TECHNICAL SKILLS

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- Knowledgeable in HTML, CSS, JavaScript, SCSS, GIT, GitHub, JQuery, NPM, Bootstrap, Foundation, Semantic UI, and Materialize UI
- Knowledgeable in Microsoft Office Application
- Knowledgeable in Google Workforce

- Hardware troubleshooting
- Network troubleshooting
- Familiar with Drupal and WordPress
- Familiar with PHP and MySQL
- Familiar with Figma and Miro

## EDUCATIONAL BACKGROUND

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Tertiary Education | STI College Marikina

2017-2022

Bachelor in Science in Information Technology

Vocational Education | Access Computer College

2015-2017

Associate in Computer Science

Secondary Education | Marikina High School

2010-2014

Primary Education | Arinda Elementary School

2004-2010

## PRE-PROFESSIONAL EXPERIENCE

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Shopify Website Admin | Andreivon Enterprises

August 2016 – October 2016

Responsible for designing, maintaining, troubleshooting website and updating content.

Remote intern | Huawei Technologies Co., Ltd.

March 2021 – June 2021

E-learning courses including 5G, IoT, and Cloud Computing

## **CERTIFICATES**

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**DEC 2016 | Shaw Academy World's Largest Live Online Educator**

Diploma in Web Development

**MAY 2021 | Udemy**

HTML, JavaScript and Bootstrap - Certification course

**JULY 2021 | Huawei**

Huawei Certified ICT Associate: Cloud Computing

## **CONTACT REFERENCES**

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**Mr. Dave Lord M. Rubaya**

Program Head

STI College Marikina

+63 927 610 1662

**Ms. Catherine Garado**

Assistant Registrar

STI College Marikina

8-942-33-07