ERICKA MAE MATEO

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https://erickamae-mateo.github.io/portfolio/

CAREER OBJECTIVE

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

- 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

- 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

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

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

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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