GIAN CARLO MANUEL

I am elated to learn how to create visually stunning outputs. I am eager to share and apply my newly gained abilities and knowledge in support of the organization's ideals, mission, and vision. I have a special interest in acquiring more knowledge through real-life experiences that contribute to both my personal and professional growth.

CONTACT

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INTERESTS

- Web Design
- Graphic Design
- Photography / Videography
- Music, Films
- UI/UX

ACADEMICS

- Dean's Lister 1Y1S - A.Y. 2021-2022
- Dean's Lister 2Y2S - A.Y. 2022-2023
- Dean's Lister 3Y2S - A.Y. 2023-2024
- Dean's Lister 4Y1S - A.Y. 2024-2025
- Code Geeks Member - A.Y. 2023-2024

REFERENCE

Mr. Chris Almocera, LPT, CLPD

Practicum Coordinator (School of Computing - Holy Angel University)

calmocera@hau.edu.ph
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EDUCATIONAL BACKGROUND

- **Holy Angel University**
  Bachelor of Science in Information Technology with Area of Specialization in Web Development
  July 2021 - April 2025

- **Our Lady of Fatima University - Pampanga**
  Senior High School
  Completed in 2021 - Loyalty Awardee
  Junior High School
  Completed in 2019 - Honorable Mention

PROFESSIONAL EXPERIENCE

- **Information Technology Student Intern**
  Sort Outsourcing Solutions / Sortr Pty Ltd (San Fernando, Pampanga)
  July 2024 - October 2024 (4 mos)

  Key responsibilities:
  - Technical Support: Provided beginner technical support by troubleshooting hardware, software, and network issues, ensuring smooth daily operations.
  - Marketing: Assisted in developing and managing digital marketing campaigns, including content creation and social media management.
  - HR/Admin: Supported recruitment and administrative tasks, including resume screening, interview scheduling, and maintaining employee records.

SKILLS

Technical Skills
- HTML
- CSS
- WordPress
- Editing

Soft Skills
- Observation
- Time management
- Communication
- Multi-tasking
- Adaptability

Others
- I am currently exploring using design and editing software like Canva for stunning designs and materials for publication.
- I am gaining more familiarity with using UI design software, mainly Figma, for visualizing the best user design and experience that is suitable for users.
- I also appreciate the art of photography and photo editing and how to produce stunning outputs. (including videography)
- I have skills in using Microsoft Word and PowerPoint (beginner for Excel) for storing and manipulating data, analysis, and creating visualizations in line with the company's goal.