

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

- ✉ gianmanuel0211@gmail.com
- ☎ +63 956 914 9540
- 📍 Blk 10 Lot 7, Mangga St.,
Villa Isabel Phase 6
Calulut, City of San Fernando,
Pampanga, Philippines 2000
- 🌐 manuelgian.github.io/myportfolio
- 🌐 linkedin.com/in/gianmanuel/

INTERESTS

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

REFERENCE

- Mr. Chris Almocera, LPT, CLPD
Practicum Coordinator (School
of Computing - Holy Angel
University)
calmocera@hau.edu.ph
+639054899045



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**
Sortr 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: Canva, Adobe Photoshop, Illustrator, and Premiere Pro to achieve visually stunning designs and materials for publication.
 - I am gaining more familiarity with using UI/UX design software mainly Figma for visualizing the best user design and experience that are 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.