

Gerard Manuel P. Garcia

Information Technology with Specialization in Web and Mobile Application

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Software, Skills, & Proficiencies

JavaScript | CSS | HTML | Python | Google Workspace | Microsoft Office | Technical writing
| Software documentation |

EDUCATION

TERTIARY

FEU Institute of Technology

Bachelor of Science in Information Technology with Specialization in Web and Mobile Applications (February 2023)

- Academic Scholar (2018-2019)
- Member | Alliance of Information Technology Students (2018-2019)

Senior High School

St. Therese Education Foundation of Tacloban Inc. (STEFTI)

Science Technology Engineering and Mathematics (STEM)

- With Honors, Senior High School

WORK EXPERIENCE

Department of Interior Local Government - DILG Region 8

Regional Quality Management Officer

August - December 2024

- Assistance to the Regional QMS Secretariat and Process Owners in compliance with all QMS-related documents, records, reports and their role with data entry, data analysis, research, and producing process and system improvements. Provision of administrative support including coordination, planning and conduct of workshops, training, meetings or focus group discussions and other activities.

SCRAMBLED EGGS SOFTWARE INC. (BOOKY.PH) - Food and Beverages Industry

December 2023 - March 2024

Software QA Intern

- Determining, negotiating, and agreeing on in-house quality procedures, standards and specifications. Creating detailed, comprehensive, and well structured test plans and test cases. Exposed to different software testing types such as functional testing, smoke testing, regression testing, and end-to-end testing.

HIGHLY SUCCEED INC. - IT Solutions Company

September - December 2022

Management Trainee

- Served as an assistant intern to one of the operation managers in Highly Succeed mostly on research documentation and business analysis. Also participated in quality assurance testing in various web and mobile applications made by the company.

PAYRETO SERVICES INC. - Global Business Process Outsourcing Provider
April - July 2022

IT Helpdesk Intern

- Worked closely with the IT support group in managing mostly back office related tasks and other basic or common tasks as needed by the IT team. Duties and responsibilities included data encoding, data transcription, knowledgebase and process documentation, workflow documentation.

CERTIFICATIONS

CompTIA Network+ (N10-009) (June 17, 2025)

PwC Power BI Job Simulation (March 5, 2025)

Job simulation for PowerBI skills to better understand clients and their data visualisation needs. Demonstrated expertise in data visualization through the creation of Power BI dashboards that effectively conveyed KPIs, showcasing the ability to respond to client requests with well-designed solutions.

Civil Service Examination Professional (November 2023)

ITS: HTML and CSS (March 2022)

IT certification exam that is recognized by industries globally as the professional standard for basic HTML and CSS competency.

CCNA: Enterprise Networking, Security, and Automation (April 2022)

Coursework and exam with routers and switches using OSPF in point-to-point and multiaccess networks. Developed critical thinking and problem-solving skills using cisco packet tracer

CCNA: Introduction to Networks (September 2021)

Knowledge of networking including IP addressing, how physical, data link protocols support Ethernet, configure connectivity between switches, routers and end devices to provide access to local and remote resources.

CCNA: Switching, Routing, and Wireless Essentials (December 2021)

Foundation in switching operations, wired and wireless LAN configuration using security best practices, redundancy protocols, and developed problem-solving skills

MTA: Introduction to Python (September 2020)

Fundamentals and basic knowledge on operations using data types and operators, control flow with decisions and loops, input and output operations and documenting and structuring code.

MTA: Database Fundamentals (November 2019)

Introductory knowledge and skills measured in understanding core database concepts, database objects, manipulate data, understand data storage and administer a database

PROJECTS

- *Simple Grade Management System, Simple Inventory Management System, Domestic Travel Agency System using C++ Fundamentals* | **UX Designer**
- *Dog Adoption Management System using Bootstrap5, CodeIgniter3, and MySQL* | **Technical writer/Software Documentation**
- *Fit-E: An LMS for Wellness and Recreation Program for Systems Plus Computer College with Student Health Tracking and Recommender* | **Assistant Project Manager**
- *Pet Adoption Management System using MongoDB, ExpressJS, ReactJS, and NodeJS* | **Technical writer/Software Documentation**