Gwen M. Bautista

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Career Objective

To pursue continuous growth and excel in my field through hard work, skills, and perseverance. To contribute to the organization's success with the best of my abilities and further develop my expertise.

Work Experiences

Map Data Processor
Philippine Statistics Authority – Tarlac City

10/2024 – present

- Created and updated maps of Tarlac Province using QGIS software.
- Digitized households' data (building points) that are geotagged using paper maps.
- Validated and scrutinize shapefiles, validated GeoIDs of datafiles.
- Checked consistency and completeness of location data and GeoIDs of shapefiles and data files.

Map Data Processor
Philippine Statistics Authority – Tarlac City

08/2023 – 12/2023

- Created and updated maps of Tarlac Province using QGIS software.
- Prepared Barangay Validation and Enumeration Area map project files, ensuring accuracy.
- Facilitated loading of map project files for validation.
- Conducted post-processing of validation output, ensuring completeness and accuracy.

Administrative Aide III - Clerk I
Quality Assurance Office, Tarlac State University – Tarlac City

08/2019 – 03/2022

- Managed office tasks such as answering phones, assisting clients, and routing calls.
- Utilized graphic design tools for creating layouts and designs.
- Conducted data entry, editing, and electronic file management.
- Organized online meetings and assisted in event coordination.
- Maintained systematic filing of institutional accreditation documents

OJT/Intern - Associate Computer Specialist/Technician
College of Computer Studies MIS Office, Tarlac State University – Tarlac City

02/2018 – 05/2018

- Configured/patched hardware/software and installed student workstation updates for security.
- Maintained servers and systems for peak network performance.
- Supported instructors by resolving computer lab issues.
- Assisted in training seminars for DepEd teachers and officials.
- Managed daily and weekly computer parts inventory.

Skills

Software: Quantum GIS, Adobe Photoshop/Illustrator, MS Office, Google Apps, **Operating Systems** (Windows, Linux)
Knowledge in Programming/Web Development: Python, PHP, (HTML/CSS, JavaScript)
Knowledge in Database: MySQL, MongoDB
Knowledge in Frameworks/Libraries: Laravel, Node JS, React JS, Express JS, JWT, Mongoose, JSON
Additional: Sports Coaching/Officiating, Administrative /Clerical, Documents Processing, Graphic Design, Teamwork, Organized

Education

BS Education – Professional Education
CIT Colleges of Paniqui Foundation, Inc.
Burgos St., Poblacion Norte, Paniqui, Tarlac

07/2024 – current

Bachelor of Science in Information Technology | *Graduate*
Tarlac State University
Romulo Blvd., San Vicente, Tarlac City

05/2014 – 06/2018

Bachelor of Physical Education | *Undergraduate*
Tarlac State University
Romulo Blvd, San Vicente, Tarlac City

05/2013 – 05/2014

Additional Information

Certifications and Eligibilities: Civil Service Professional (rating: 80.07), Fire Office 1 Eligibility (rating: 85.19)

Awards and Achievements

- **Certificate of Recognition for Outstanding Performance**
  October – December 2021 Rating Period, Quality Assurance Office, Tarlac State University
- **Sports Achievements**
  - **National Games** – PASUC National Games 2017
    - Silver Medalist in Triple Jump – Batangas State University
  - **Regional Games** – SCUAA III Olympics 2017
    - Gold Medalist in Triple Jump – Pampanga State Agricultural University
  - **Outstanding Athlete – Academic Year 2016–2017**