

# GWEN M. BAUTISTA

Map Data Processor | IT (Web Developer/Technical Support) | Admin. Clerk

📍 Paniqui, Tarlac, Philippines 2307

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🌐 website-portfolio



## 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

### FREELANCE / PART-TIME WEB DEVELOPER

- Designed and developed responsive product websites using front-end frameworks such as ReactJS and Tailwind CSS.
- Utilized AI tools like Cursor, Bolt, and Vercel's V0 to enhance productivity and streamline development processes.
- Collaborated on a web-based application project, assisting a client in updating key features, including frontend chat functionalities and time scheduling components.

### MAP DATA PROCESSOR – Contract of Service Philippine Statistics Authority

📅 10/2024 – 12/2024 📍 Tarlac City

- 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 GeolDs of datafiles.
- Checked consistency and completeness of location data and GeolDs of shapefiles and data files.

### MAP DATA PROCESSOR – Contract of Service Philippine Statistics Authority

📅 08/2023 – 12/2023 📍 Tarlac City

- 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

📅 08/2019 – 03/2022 📍 Tarlac City

- 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 (MISO), Tarlac State University

📅 08/2019 – 03/2022 📍 Tarlac City

- Configured 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.

## ADDITIONAL INFORMATION

**Certifications and Eligibilities:** Civil Service Professional, Fire Office 1 Eligibility

**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 - Triple Jump, Batangas State University
  - Regional Games** – SCUAA III Olympics 2017
    - Gold Medalist - Triple Jump, Pampanga State Agricultural University
  - Outstanding Athlete** – Academic Year 2016–2017

## EDUCATION

### Bachelor of Science in Information Technology Tarlac State University

📅 05/2014 – 06/2018 | Graduate

📍 Romulo Blvd., San Vicente, Tarlac City

### Bachelor of Physical Education Tarlac State University

📅 05/2013 – 05/2014 | Undergraduate

📍 Romulo Blvd, San Vicente, Tarlac City

## SKILLS

### Software

- Quantum GIS
- Adobe Photoshop/Illustrator
- MS Office/Google Apps

### Knowledge in Programming/Web Development

[Python](#) / [PHP](#) / [JavaScript](#) / [HTML](#) / [CSS](#)

[React JS](#) / [Tailwind CSS](#) / [MySQL](#) / [MongoDB](#)

[Laravel](#) / [Node JS](#) / [Express JS](#) / [Mongoose](#)

**Tools:** VS Code, Cursor, AI Tools, GIT, GitHub

### Additional Skills

- Sports Coaching/Officiating
- Administrative/Clerical
- Documents Processing
- Graphic Design
- Tech Savvy
- Time Management, Teamwork & Organized

## FEATURED PROJECTS

### Puppy Express

- A sleek and fully responsive dog food store website featuring clean design and intuitive navigation.

🌐 [puppy-express.vercel.app](#)

### Tumbler Rizz

- A stylish online catalog/storefront for customizable tumblers, built with attention to layout, branding, and responsiveness.

🌐 [tumbler-rizz.vercel.app](#)

### Watch Haven

- A minimalist and elegant website for showcasing premium watches, built with a focus on layout and branding.

🌐 [watch-haven-omega.vercel.app](#)