



# HERWIN M. PEREZ

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Hagonoy, Bulacan.

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## CAREER OVERVIEW

I graduated from Bulacan State University with a Bachelor of Science in Information Technology degree, possessing skills in programming, photo and video editing, Microsoft Office, and hardware and software troubleshooting. I am enthusiastic, self-motivated, reliable, and responsible.

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## EDUCATION

Bachelor of Science in Information Technology (Bachelor's degree)

**BULACAN STATE UNIVERSITY**  
Graduate

## SKILLS

- Programming (HTML, CSS, JavaScript, React.js, Java, SQL)
- Computer Hardware & Software Troubleshooting
- Adobe (Photoshop, Illustrator, Premier & After Effects)
- MS Office 365 (Excel, Word, PPT)

## INTERNSHIP

Website Development

ATLP Accenture  
03/2022 - 05/2022

## PERSONAL INFORMATION

Age : 23  
Birth Date : January 07, 2000  
Gender : Male  
Nationality : Filipino

## WORK EXPERIENCE

### Data Encoder

Municipal Hall | August - October 2021

- Data Encoding
- Ensure information is accurate and valid by creating and updating records.
- Plan and schedule meetings and appointments.

### Virtual Assistant

Sterry Ltd. | June - September 2023

- Data Encoding
- Manage a contact list
- Data analysis, admin task
- Schedule meetings
- Respond to emails
- Prepare customer spreadsheets and keep online records

## SEMINARS & CERTIFICATES:

- Learn Visual Studio Code 2020
  - Git Complete: The Definitive, step-by-step guide to Git
  - The Complete Web Developer in 2022: Zero to Mastery
  - React - The Complete Guide (inc Hooks, React Router, Redux)
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