

HARLEY MELGO

Contact

Portfolio

www.hgfm.ml

GitHub

<https://github.com/harleygazelmelgo>

LinkedIn

[Linkedin.com/in/hgmelgo31](https://www.linkedin.com/in/hgmelgo31)

Phone

+1-587-223-8778

E-mail

harleygfmelgo@gmail.com

Skills

HTML, CSS3, JavaScript, PHP,
Laravel, Vue.js, GitHub

In depth knowledge of
Microsoft Office software.

Integrated Management
System (QEHS) and Internal
Auditing (ISO 9001 + ISO
14001 + OHSAS 18001)

Hard working individual with proficiency in several computer languages as well as ability to communicate effectively in a team setting and possessing a strong willingness to learn other new things that would help me hone my skills and knowledge.

Education

2019-10

Web Development Diploma

Innotech College

Calgary Alberta, Canada

Graduated May 2020

- Obtained diploma in an accelerated program that focuses on adaptability to new technologies with broad and layered content.
- Emphasis on continual learning and how to teach yourself new skills.

1999-06

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2004-03

Bachelor of Science in Industrial Engineering

University of San Jose-Recoletos - Cebu City, Philippines

Work History

2018-11

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Current

Soft Goods Production Staff

Value Village - Chinook, Calgary, Canada

- Connect with customers and provide excellent customer service.
- Accept donations, set the price for the items and display the merchandise.
- Collaborated with team to define business requirements for organizational processes, achieve productivity standards and adhere to accuracy standards.

2009-12

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2018-07

Project Coordinator

Ancon Anda Pte Ltd, Singapore

- Ensure project document control system effectively updates, reproduces, stores, retrieves, maintains document control logs, distributes and

Strengths

- Fast Learner
- Self Motivated
- Positive Attitude
- Communication skills
- Time Management

Languages

Good command of the English, Filipino language (both written and oral) and basic Mandarin.

tracks all technical and design documents, supports technical & engineering manuals and coordinates order change control process.

- Prepare correspondence, specifications, reports, organization charts, spread sheets and presentations including typing, formatting, collation and distribution.
- Provide administration support to project team and other managers as required.
- Planned and arranged meetings with external organizations and individuals, enabling all parties to meet and discuss project progress.

Projects

Minimum Viable Product (MVP) – Hoops Academy Inc

A website for shoes enthusiast that are looking for limited editions of Jordan shoes and Basketball shoes. This was built using Laravel, Vue.js and uses Bootstrap for UI look.

Tweeter

This is a clone version of the famous social media application, Twitter. Same as my MVP, this was built using Laravel, Vue.js and uses Bootstrap for UI look.

Rock, Paper Scissors (RPS)

RPS is a hand game usually played between two people, in which each player simultaneously forms one of the three shapes with an outstretched hand, but here you will play against the computer. This was created using Vue components.