



# HARVEY B. VARELA

IT STAFF / JUNIOR PROGRAMMER / GRAPHIC DESIGNER

## CONTACT

- +639635814079
- harveyvarela2002@gmail.com
- Dalaguete, Cebu, 6022

## SKILLS

- Work Ethic
- Adaptability
- Teamwork
- Time Management
- Effective Communication
- Critical Thinking
- Digital Marketing

## LANGUAGES

- English (Fluent)
- Filipino (Fluent)

## REFERENCES

**Danny Russell Lumayag**  
Systems Administrator LGU-Dalaguete  
Phone: 09226539202

**Imma Concepcion L. Quilaton**  
Administrative Assistant VI / LGU - Dalaguete  
Phone: 09631530859



## PROFILE

I am a dedicated IT professional with hands-on experience in programming and graphic design. As an IT staff member and junior programmer, I specialize in software and web development, troubleshooting, and technical support using HTML, CSS, JavaScript, PHP, and MySQL.

In parallel, I bring creativity to my role as a graphic designer, producing engaging visuals for branding and digital media with tools like Adobe Creative Suite. My combined technical and design skills allow me to approach projects with both functionality and aesthetic insight. I'm always eager to learn new technologies and take on challenges that support my professional growth.

## WORK EXPERIENCE



### LGU-DALAGUETE

2024 - PRESENT

IT STAFF, JUNIOR PROGRAMMER & GRAPHIC DESIGNER

- Provided technical support by troubleshooting hardware, software, and network issues.
- Assisted in developing and maintaining websites and internal systems using HTML, CSS, JavaScript, PHP, and MySQL.
- Created visual content for branding, marketing, and digital platforms using Adobe Creative Suite and Canva.
- Managed multiple projects, ensuring consistency in both technical execution and creative design.



## EDUCATION

Dalaguete Central Elementary School	2008 - 2014
Dalaguete National High School	2014 - 2020
Bachelor of Science in Information Technology Cebu Technological University Argao-Campus	2020 - 2024



## CERTIFICATE

### AI Fundamentals with IBM SkillsBuild

by DICT-ITU DTC Initiative through the Cisco Networking Academy program.