

HOMER SALAZAR

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To secure a challenging role as a Web Developer where I can utilize my technical skills and passion for coding to contribute to the development of innovative and user-friendly websites.

WORK EXPERIENCE

NOVEMBER 2020 – PRESENT

DOCUMENT CONTROLLER/ IT ASSISTANT, GLOBAL HEAVY EQUIPMENT AND CONSTRUCTION CORP.
Quezon City

- Maintain and Enhance organization credibility in Inventory of Check Voucher and Confidential Documents.
- Responsible for updating details in Equipment Management System.
- Troubleshooting of computers/printers.
- Created a Document Tracking System that reduced searching time.
- Created an Office Supplies Inventory System for monitoring in and out stock.
- Responsible for photo editing like tarpaulin, company ids and poster.

JULY 2019 – MARCH 2020

FILING CLERK, PHOENIX PUBLISHING HOUSE, INC.
Quezon City

- Support the implementation of assurance in all confidential documents like receipts, S.I, D.Rand O.R from suppliers, etc.
- Sorting Check Voucher of company. (A/P Department)
- Contributes as staff for important documents, encoding, sorting, and checking.

EDUCATIONAL BACKGROUND

JUNE 2015 – MARCH 2019

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY
DATAMEX COLLEGE OF SAINT ADELINE
Marulas, Valenzuela City

TECHNICAL SKILLS

- Proficiency in HTML, CSS, JavaScript, PHP,MySQL.
- Frameworks (Laravel, Bootstrap, Tailwind CSS)
- Tools (Git, GitHub, Adobe photoshop).
- Capable of editing pictures, files and presentation using Microsoft Windows Application.
- Hardware troubleshooting, repair and maintenance.

PERSONAL SKILLS

- Communication Skills
- Excellent problem solving and analytical skills.
- Fast learner and willing to adopt new environment
- Motivated and always willing to learn new things.
- Collaborative and able to working with teams or groups.