



# IVAN T. SARIEGO



+63 927-683-4923



ivansarioego.dvo@gmail.com



Purok 22 Malagamot, Panacan, Davao City

## EDUCATION

### Bachelor of Science in Information Technology

Holy Cross of Davao College

2018 - 2025

### Technical-Vocational Track Major in Information and Communications Technology

Dr. Santiago Dakudao Sr.  
National High School

2016 - 2018

## SKILLS

- Management Skills
- Computer Skills
- Critical Thinking
- Communication Skills
- Problem Solving

## LANGUAGE

- English
- Tagalog

## PROFILE

Motivated and dedicated Information Technology professional seeking an opportunity to apply technical expertise and gain practical experience in a professional IT environment. Eager to contribute to the success of an organization by utilizing strong problem-solving skills, solid technical knowledge, and a passion for technology.

## CERTIFICATIONS

- National Certificate II (NC II) in Computer Systems Servicing
- National Certificate III (NCIII) in Visual Graphics Design
- UDEMY Web Design Course Certificate (HTML, CSS & Wordpress)
- UDEMY C Programming Course Certificate
- UDEMY C++ Programming Course Certificate
- UDEMY React JS Web Development Course Certificate
- UDEMY Microsoft Office Course Certificate

## TECHNICAL SKILLS

- Programming using C++, C# and Java
- Database Management using relational, no SQL, object-oriented and cloud databases
- Frontend and Backend development
- Graphics and prototype designing

## WORK EXPERIENCE

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### **Ikigai International Business Consultancy**

**DEC 2017 – JAN 2018**

SENIOR HIGH SCHOOL ON-THE-JOB TRAINEE

- Maintaining computer hardware
- Data Encoding
- Archiving records of clients
- Designing brochures, pamphlets and business cards

### **5th Civil Relations Group, CRSAFP**

**MAR 2025 – MAY 2025**

COLLEGE INTERN

- Maintaining computer hardware and network configuration
- Infographics crafting
- Web Developer for 5CRG Website
- Web Developer for 5CRG Website – Admin Panel

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### **Hexamindz Corporation**

**SEP 2020 – AUG 2022**

Administrative Staff / Data Entry Clerk / Computer Technician / Accounting Staff / Payroll Officer

- Organized files, faxed reports and scanned documents into document management system.
- Reviewed customer orders and followed specifications relating to data entry.
- Archived old and outdated records to keep fresh and updated content.
- Transfer data from paper formats into database systems to keep digital formats.
- Monitored hardware to identify errors and maintain performance and functionality.
- Practiced data integrity to adhere to security policies and guidelines.