



JAYVEE OLLA

“To utilize my acquired knowledge, skills and experience in the field of work in accordance to the position suited to my career, abilities and skills.”

SKILLS AND QUALIFICATION

- ❖ Oriented in Microsoft Application (*Excel, Word, and Powerpoint*)
- ❖ Knowledge in Photo and Video Editing using Adobe Photoshop, Lightroom, and Cyberlink PowerDirector
- ❖ Knowledge in Web Development
- ❖ Well oriented in using Programming Languages such as C#, C++, PHP, HTML, CSS and Laravel Framework
- ❖ Good leadership and communication skills
- ❖ Hardworking, Trustworthy, and Responsible
- ❖ Flexible and can work well in diverse group of people

CONTACT

+639319596975
jayveeolla2000@gmail.com

SOCIAL MEDIA

Facebook: Jayvee Abela Olla

PERSONAL INFO

Birthdate: October 2, 2000
Gender: Male
Address: Sapul, Calapan City, Oriental Mindoro
Nationality: Filipino
Civil Status: Single
Weight: 56 kgs
Height: 5’7

TRAINING/ SEMINAR

- ❖ Web Development (PHP, CSS, HTML) | BCRV (*TESDA*) /Ibaba East, Calapan City | August 2021

IMMERSION

- ❖ Calapan Water | Bayanan 1, Calapan City | February 2018

WORK EXPERIENCE

- ❖ **Administrative Clerk - Under special Program for Employment of Students (SPES)** | 3 Consecutive years from the month of April –May 2015, 2016 and 2017, *City Government of Calapan, Guinobatan Calapan City, Oriental Mindoro*

EDUCATION

*** *Tertiary* ***

Bachelor of Science in Information System (BSIT) | Mindoro State University | Masipit, Calapan City | 2018 – up to present

*** *Senior High School* ***

Science and Technology, Engineering and Mathematics (STEM) | St. Anthony College | Bayanan I, Calapan City | 2016 – 2018

*** *Secondary* ***

Community Vocational High School | 2012-2016 | Masipit, Calapan City, Oriental Mindoro

*** *Elementary* ***

N. Aboboto Elementary School | 2006-2012 | Sapul, Calapan City, Oriental Mindoro

REFERENCE

Jess M. Bautista | Instructor | Mindoro State University
Christopher Prangue | MIS Department | Provincial Capitol of Oriental Mindoro| 09505560582

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

JAYVEE OLLA
APPLICANT