

JARWIN JEO DIÑO

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PERSONAL PROFILE

A goal-oriented and results-driven Bachelor of Computer Science graduate who exerts optimal effort in providing the highest standard of service at all times. Awarded the Silver Kaizen for enhancing process efficiency in the operations department, recognized for the timely delivery of summary reports, and commended by superiors for consistently delivering excellent performance.

Quick to learn and equipped with strong analytical, problem-solving, and programming skills. Highly proficient in software applications, database management, and utilizing programming languages to improve operations. Dedicated to fostering strong collaborative relationships with team members and colleagues across departments, both in individual and group settings.

CAREER OBJECTIVE

Seeking a dynamic role to apply and expand my analytical, technical, and problem-solving skills. Driven to achieve career growth and eager to contribute to the continued success of your organization.

ACADEMIC QUALIFICATIONS

Bachelor of Science in Computer Science

University of the Cordilleras

Gov. Pack Rd., Baguio City, Philippines 2600

January 2009 – September 2011

Thesis: Game of the Generals with Artificial Intelligence Application

Bachelor of Science in Information Technology

Saint Louis University

Bonifacio St., Baguio City, Philippines 2600

June 2006 – October 2008

WORK EXPERIENCE

Bayview Technologies Incorporated

Senior Configuration QA & Programming (July 2018 – January 2025)

- Spearheaded the automation of key processes, leveraging Python, JavaScript, SQL, and VBA to streamline workflows, reduce process time, and boost team productivity.
- Conducted comprehensive reviews of team members' task outputs, providing actionable feedback and fostering a culture of continuous professional development.
- Collaborated cross-functionally with different departments to identify process bottlenecks and propose effective technological solutions.

Senior Configuration Associate (July 2016 – June 2018)

- Led training programs for newly hired associates, ensuring smooth onboarding and efficient understanding of Configuration Associate processes and responsibilities.

- Mentored junior team members, offering guidance on best practices and supporting their career growth.
- Coordinated with various teams to ensure seamless execution of tasks and timely completion of projects.

Configuration Associate (April 2014 – June 2016)

- Configured game settings, including player bonuses, game promotion multipliers, and cashier page UI, using both in-house and third-party back office systems.
- Delivered timely and efficient support to internal teams and across departments, ensuring smooth operations and prompt issue resolution.

Maersk Global Service Centres Philippines

Associate Liner-Operations (August 2012 – November 2013)

- Utilized various system applications to efficiently plan and allocate booked cargo containers to vessels, voyages, and destination ports.
- Generated and provided comprehensive load and discharge lists, including detailed specifications, to vessel terminals and operators, ensuring smooth operations.
- Proactively identified and resolved discrepancies by updating container data, ensuring consistency across multiple systems.

Sangguniang Panlungsod Baguio City Hall

On-the-Job Training (July 2011 – September 2011)

- Developed a Computerized Inventory System of the Baguio City Council using PHP, SQL, and JavaScript.
- Effectively improved functionality and accessibility of company database.
- Streamlined data entry processes, significantly reducing manual efforts and saving personnel hours.

SKILLS AND COMPETENCIES

Professional Attributes

resourceful and innovative

versatile and adaptable

determined and persevering

Technical Skills

- *Programming languages:* Python, SQL, JavaScript, VBA, PHP
- *Frameworks and Libraries:* React, Flask, FastAPI, Tailwind CSS, Tkinter, Pandas, Numpy, Selenium
- *Database management:* PostgreSQL, MySQL, Pandas
- *Software Applications:* Microsoft Suite (Excel, Word, Power Point, Access)
- *Multimedia:* Adobe Photoshop, Adobe Illustrator, Acoustica Mixcraft

**Personal
Attributes**

*confident and
optimistic*

*dependable and
reliable*

*honest and
trustworthy*

Organizational & Analytical Skills

- Strong ability to prioritize tasks and allocate resources effectively, ensuring deadlines are consistently met.
- Excellent attention to detail in preparing and submitting accurate, timely reports and documentation.
- Skilled at simplifying complex concepts and applying analytical methods to enhance task performance.

Team Collaboration & Leadership

- Consistently contributes to team success by supporting colleagues and fostering a collaborative work environment.
- Provides mentorship to junior team members, helping them build confidence and improve skills.
- Motivates peers to leverage their strengths while offering assistance in areas of improvement.

Responsibility & Conscientiousness

- Approaches duties with diligence and a focus on efficiency, adhering strictly to company policies and procedures.
- Minimizes errors through careful planning and implementation of preventive measures.
- Demonstrates a strong commitment to responsibility and maintaining high-quality standards in all tasks.