

JINELLE TOLOSA TACLING

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CAREER OBJECTIVES

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

EDUCATIONAL BACKGROUND

Batangas State University JPLPC-Malvar Campus

G. Leviste St. Poblacion, Malvar, Batangas

Bachelor of Science in Information Technology

STI College Lipa

C.M. Recto Avenue, Brgy. 6 Lipa City Batangas (2017 – 2019)

ACHIEVEMENTS

CCNA: Introduction to Networks (Cisco Networking Academy)

Batangas State University JPLPC-Malvar Campus (September 2020)

Switching, Routing, and Wireless Essentials (Cisco Networking Academy)

Batangas State University JPLPC-Malvar Campus (January 2020)

Course Completion in Java Fundamentals

Batangas State University JPLPC-Malvar Campus (December 2020)

SKILLS

- Using computers - understanding and performing basic computer tasks.
- Knowledgeable in Web Designing and Web Development (HTML, CSS, PHP)
- Proficient with Microsoft Word, Excel and PowerPoint.
- Capable of problem solving, defining a problem, seeking alternatives, selecting a solution.
- Has the ability to initiating, taking the first step; getting things started.
- Testing, determining the effectiveness of possible solutions.
- Develop personal strengths building on knowledge, skills, interests, and attitudes to

develop new skills and improve others.

- Excellent time management capabilities and always punctual
- Has the ability to communicate in writing proficiently in English.
- Attention to detail

WORK EXPERIENCE

Little Newton Singtra Math & AlphaTeach IT Solutions (2023)

📍 Unit 3D & C Marlon M Luancing Bldg, E Mayo St. Corner GA Solis St. Brgy 6, Lipa City, Batangas
Philippines

- Performed basic Microsoft Office tasks, such as filing, data entry, etc.
- Assigned to performed data mining in all private schools around Metro Manila to gain prospect clients.
- Created a prototype of English and Math books that would be used as educational resources through Canva.
- Utilizing my knowledge of graphic design and formatting, I created visually appealing layouts, ensuring readability and user-friendliness.
- Armed with the project requirements, I began designing and developing the question bank for Little Newton Learning Management system. I researched and curated appropriate questions for each grade level, taking into consideration the subject matter, complexity, and cognitive levels.

SEMINARS AND TRAININGS

IP Forward>> IP Masterclass for Visual Artist We

March 23, 2022

IP Forward>> IP Masterclass for Social Media Content Creators Webinar

April 7, 2022

NFTs 101: How to Take Your Art Work to the Digital World Webinar

September 29, 2022

IP Forward>> IP Masterclass for MSMEs Webinar

October 7, 2022

CHARACTER REFERENCES

MR. MENARD M. CANOY

Software Engineer, Yondu Inc.

Guest Lecturer I, BatStateU JPLPC-Malvar Campus

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