

Jose Paolo Indiongco

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EDUCATION

Bicol University – Legazpi City, Albay, Philippines

Bachelor of Science in Information Technology

Aug 2019 - Jul 2023

- Graduated Magna Cum Laude (GWA: 1.3740)
- Awards: President's Lister, Dean's Lister, Royal Blue Degree Member of the Bicol University Order of the Blue Feather Society (Official Honor Society of Bicol University)
- Scholarship: DOST-SEI Undergraduate Scholarship (Merit Scholar)

PROFESSIONAL EXPERIENCE

Autohome Business Solutions Inc. (ABSI) – Bacoor, Cavite, Philippines

Admin Assistant

Mar 2024 – Present

- Designed high-fidelity UI prototypes in Figma and coded the front end of a payroll system from scratch, applying UI/UX principles to focus on usability and intuitive navigation
- Evaluated a third-party-developed management system, identifying UI/UX issues, reporting critical bugs, and suggesting missing product requirements, resulting in improved and complete functionality
- Translated technical concepts into simple terms, effectively training non-technical colleagues on the company's management system and enhancing user adoption
- Developed and maintained a structured digital filing system using Google productivity tools, reducing document retrieval time by over 90% and improving overall office operations
- Streamlined data entry processes by adapting to the provided templates and implementing validation checks, reducing errors by 50% and cutting report turnaround time by 40%

Bicol University Intellectual Property Management Division (IPMD) – Legazpi City, Albay, Philippines

On-the-Job Trainee / Intern

Jan 2023 – Apr 2023

- Managed and maintained an online database of intellectual property documents using Google Sheets, ensuring accurate, up-to-date information for efficient client transactions and providing a secure and accessible backup location
- Processed and analyzed client feedback forms from facilitated training and seminar events, producing reports that provided insights for service improvement and documentation purposes
- Consolidated numerous registered intellectual property rights; enabling the office to successfully submit an entry for an award nomination focused on research and development
- Designed graphic illustrations for the intellectual property awareness campaign, increasing engagement and information dissemination within the university

PROJECTS

HanapLingkod (Capstone Project)

- Designed the high-fidelity prototype of the e-commerce mobile application and website through Figma; helped the capstone group's main front-end developer in converting the designs into actual code by using React Native, HTML, CSS, and React
- Led the capstone group for being appointed as the project manager and scrum master; utilized Trello boards for project management and Discord for daily standup meetings

Downtown Books (Course Project)

- Implemented the entire user interface of the inventory management system directly on VB.NET and Visual Studio

JPVI Portfolio Website (Personal Project)

- Designed the high-fidelity prototype in Figma and built the website with React and Tailwind CSS

SKILLS/INTERESTS

Certifications: Front End Development Libraries, JavaScript Algorithms and Data Structures (freeCodeCamp)

Technical Skills: HTML, CSS, JavaScript, TypeScript, React, Tailwind CSS, Bootstrap, SASS, jQuery, REST APIs, Postman, Vite, Webpack, Git, GitHub, Figma, Canva, Microsoft Office, Google Workspace, Trello

Soft Skills: Communication Skills, Work Ethic, Attention to Detail, Teamwork, Problem-Solving Skills, Analytical Skills, Critical Thinking, Flexibility, Decision Making, Time Management, Growth Mindset

Languages: English, Filipino

Interests: Music, Books, Volleyball, Fitness, Sudoku, Video Games, Photography, Playing Guitar