

# 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: Dean's Lister, President'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 Scholarship Program (Merit Scholar)

## PROFESSIONAL EXPERIENCE

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

*On-the-Job Trainee / Intern*

**Jan 2023 - Apr 2023**

- Managed and maintained the integrity of IPMD's online database with Google Sheets containing over 100 intellectual property applications authored largely by the constituents of Bicol University; the up-to-date information enabled the technical staff to provide timely updates to clients during their transactions
- Utilized data encoding skills to process in Google Forms the 190 feedback forms collected during one of IPMD's training/seminar events; thereafter, I conducted a client satisfaction and feedback analysis for documentation purposes
- Consolidated and documented over 50 registered intellectual property rights from the extensive records of IPMD; the consolidation allowed the office to submit an entry for an award nomination focused on research and development
- Produced 13 graphic designs, including tarpaulins and placards, using Canva as part of IPMD's intellectual property awareness campaign; the visual materials resulted in a broader and enhanced dissemination of information throughout the colleges and campuses of Bicol University
- Facilitated a series of seminars of IPMD, took proper documentation, and assisted on operating various equipment and devices that not only contributed to the success of each event but also improved the overall experience for both participants and speakers

## VOLUNTEER EXPERIENCE

**SurPath Hub** – Open-Source Community

*Community Moderator, Social Media Manager*

**Jun 2021 - Feb 2022**

- Ensured a safe, harmonious, and inclusive Discord Community for SurPath Hub by utilizing moderator privileges, such as message deletion and moderation and user suspension and banning
- Managed and curated content for multiple social media accounts for SurPath Hub; successfully promoted community events and activities, resulting in increased engagement and a growing online presence
- Practiced contributing to open source (through GitHub) by developing and integrating card components into one of the community's web pages for the 100 Days of Code challenge; the components constitute at least 25% of the page, providing valuable information about the conducted activities to members and participants

## 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 actual website with React and Tailwind CSS

## SKILLS/INTERESTS

**Certifications:** JavaScript Algorithms and Data Structures Developer Certification (freeCodeCamp)

**Technical Skills:** HTML, CSS, JavaScript, React, Tailwind CSS, Bootstrap, Sass, Git, GitHub, Figma, Canva, Microsoft Excel, Microsoft Word, Google Sheets, Google Docs, Google Forms, Trello, Jira

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

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