

JAY-M BUENDIA DOMINGO

Pangasinan | (+63) 916 3016 893 | Jaym.lxix@gmail.com

PROFESSIONAL EXPERIENCE

Julius K. Quiambao Medical and Wellness Center Inc. | Pangasinan

January - July 2022

HUMAN RESOURCES STAFF

- Improved excel payroll sheet through efficient formulas.
- Automated pay slip production in excel.
- Created a simple program for automating contract creation for newly hire manpower.

Local Government Unit of Bayambang | Pangasinan

October - December 2021

ADMINISTRATIVE STAFF - Government Internship Program

- Generated reports in MS Word, Excel and PowerPoint.
- Answered incoming calls, provided exceptional customer service, handled customers' questions.

Local Government Unit of Bayambang | Pangasinan

April - June 2017

EVENTS STAFF - Special Program for Employment of Student

- Write reports of activities and irregularities such as guest incidents or ejections, equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences
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EDUCATIONAL BACKGROUND

Pangasinan State University |

Bachelor of Science in Information Technology (BSIT) | Pangasinan

Pangasinan State University |

Information Communication Technology (Tech-Voc ICT) | Pangasinan

CERTIFICATIONS

Cloud Computing Basics (Cloud 101) | 2020

LearnQuest | Coursera

National Certificate II Computer System Servicing (NC II CSS) | 2018

ACCESS Computer College | Pangasinan

SKILLS SUMMARY

- Experienced in using Microsoft Office Apps particularly Excel.
- Well-versed in Python programming, Linux Operating System
- Educated in Basic Web Development (HTML, CSS, PHP, MySQL) and Networking.
- Novice with bash, powershell, and cloud computing.