

Lito M. Galan Jr.

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[LinkedIn Profile](#)

[Web Portfolio](#)

Skills Summary

Programming and Web Development

- Frontend Web Development: HTML, CSS, Bootstrap, Git.
- Backend Web Development: JavaScript, MongoDB, NodeJS, ExpressJS, Postman.
- Full-stack Development: ReactJS, Component-Driven Development, API integration with fetch.

Work Experience

Data Encoder – Comelec Mondragon, Northern Samar (August 16, 2023 – November 15, 2023)

- Meticulously encoded candidate data into the Comelec Candidate Profile System, including names, contact details, qualifications, and party affiliations.
- Verified information for accuracy and completeness, ensuring consistency and data integrity.
- Collaborated with colleagues to ensure timely completion of data entry tasks during filing periods.
- Maintained detailed records and provided accurate data reports to support election operations.

Registration Kit Operator – PSA Northern Samar (October 2022 – March 2023)

- Troubleshoots technical problems encountered with the registration client system in coordination with the Information System Analyst I (ISA I)
- Provides quality customer service to all the applicants
- Performs other tasks assigned by the Registration Center Supervisor
- Encodes demographic information of applicants

Other Skills

Teamwork

- Collaboration with the teammates, helping each other to meet our quota.

Adaptability

- I am able to adapt to different situations at the workplace, especially in my previous job because my teammates are frequently changing and also the place of assignment.

Education

Zuitt Web Developer Program

Main Course Package

May 02, 2023 – June 16, 2023

BS in Information Technology

University of Eastern Philippines

2018 - 2022