NADS MAIRAH E. BALYAMIN

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PROFESSIONAL SUMMARY

Detail-oriented IT graduate with experience in **data management, system documentation, and web development**. Skilled in **data encoding, verification, and report preparation** from both government and technical project settings. Worked as a **RCT Processor** under the Department of Agrarian Reform and as an **IT Intern** supporting system documentation for LGU General Santos. Demonstrates strong attention to accuracy, confidentiality, and workflow efficiency , with a passion for using technology to organize and improve processes.

WORK EXPERIENCE

RCT Processor

Department of Agrarian Reform- South Cotabato   **August 2025 – October 2025**

- Processed, verified, and compiled land documentation under Redocumentation Completion Team.
- Coordinated with field staff and ensured accuracy and consistency of encoded data.
- Prepare reports and summaries following DAR documentation standards.
- Supported record validation, filing, and digital data entry for project completion.

WordPress Developer

Alpha Acquisition LLC, Remote   **March 2025 – June 2025**

- Developed responsive websites based on client specs.
- Improved UI/UX using themes, plugins, and custom CSS.
  Handled site optimizations, backups, and basic performance monitoring.

Intern

CMO-Information and Communication Technology, General Santos   **January 2025 – May 2025**

- Assisted in developing a pilot payroll system for employee record automation.
- Created documentation such as user manuals and workflow guides.
- Conducted hardware troubleshooting and system performance monitoring.

EDUCATION

Bachelor in Science in Information Technology

Mindanao State University – GSC   **Graduated: July 2025**

SKILLS

Data Management: Data encoding, verification, report generation, record tracking

Documentation: SOPs, technical writing, system manuals, workflow mapping

Software Tools: Microsoft Office (Excel, Word, PPT), Google Workspace, MySQL

Technical Tools: HTML, CSS, WordPress, Webflow, FlutterFlow

Analytical Tools: Figma, Framer, Canva

Other Skills: Accuracy, confidentiality, time management, teamwork

CERTIFICATIONS AND AWARDS

- Exemplary Intern Awardee – LGU Gensan (2025)
- Cybersecurity Convention – Trend Micro (2025)
- Best Presenter in Capstone – Research Colloquium - PananalikTECH 2025
- 2nd Best Capstone Project – Research Colloquium - PananalikTECH 2025
- Technopreneur of the Year – Empowering Technopreneurs 2025
- Top 10 Finalist – Philippine Start-Up Challenge 9 (2024)
- GIS Workshop – CMO-ICTD (2023)
- 2023 Campus DevCon (Git, Cloud, Cybersecurity, Technopreneurship, AI)

PROJECTS

- **Crossroads – Emergency Response System** *(Capstone Project)*
  Development of a mobile and web-based coordination platform for drivers, nurses, and emergency responders. My task in this project was created the UI/UX mockups, Frontend development, and technical documentation. Awarded 2nd Best Capstone and Best Presenter during PananalikTECH (Research Colloquium) 2025.
- **Item Inventory Management System**
  Designed and implemented an internal inventory tracking tool to manage stock levels and product data efficiently. Technologies used are PHP, MySQL, HTML/CSS.
- **Blog Management System**
  Built a content management platform with user authentication, post creation/editing (CRUD), and category tagging using Django Framework.
- **Tailorent Prototype**
  Created a user-friendly online rental system for tailoring services, focusing on usability and front-end logic showcasing UI Clarity.
- **10 Company Websites**
  Designed and developed responsive business websites using WordPress, Webflow, and basic HTML/CSS. Worked on UI layout, plugin configuration, and client requirements.
- **Solid Waste Recycling Sorter (Machine Learning)**
  A smart waste sorter using basic ML logic and sensors for eco-sustainability applications.