Neil Diamond O. Rosete

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San Miguel, Tarlac, PH

PORTFOLIO QR

EDUCATION

Tarlac State University   **August 2020 – July 2024**
Bachelor of Science in Information Technology Specialized in Web and Mobile Application   *Tarlac City*
Honors: *Cum Laude*

Relevant coursework:

- **Web Development** – Built a fully functional e-commerce website.
- **Game Development** – Created a 2D mobile game using Unity for a capstone project.
- **UI/UX Design** – Developed interactive prototypes using Figma for various app concepts.

WORK EXPERIENCE

Freelance   **July 2025 – Present**
Front-end Developer   *Tarlac City*

- Developing a website for an upcoming social media management business.
- Redeveloped front-end website for a mobile application company.
- Contributed to the UI of web projects to improve visual appeal and usability.

Freelance   **June 2023 – July 2025**
Virtual Assistant / Social Media Manager Assistant   *Tarlac City*

- Created engaging visual content with Canva and coordinated post scheduling to maintain consistent brand presence across multiple social media platforms.
- Researched and identified potential influencers for brand partnerships.
- Coordinated product seeding campaigns to promote company offerings.

Foundever   **September 16, 2024 – March 21, 2025**
Technical Support   *Tarlac City*

- Delivered timely support via chat and phone, resolving customer concerns efficiently.
- Troubleshot technical issues related to financial platforms, accounts, and transactions.
- Escalated complex cases and ensured smooth handovers for resolution.
- Maintained accurate documentation and contributed to high customer satisfaction ratings.

Oikos Technologies   **March 2024 – May 2024**
IT Intern, Academic Internship   *Quezon City*

- Designed multiple flowcharts for multiple projects.
- Helped with the front-end development to make the projects' UI visually appealing.
- Contributed to the overall web development of an attendance system designed for an educational institution.

Kayukazee   **October 2019 – November 2019**
IT Support, Work Immersion   *Tarlac City*

- Delivered in-person IT support by resolving customer inquiries, providing clear technical solutions, and managing installation, configuration, and maintenance of hardware, software, and peripherals; performed regular system checks and promptly escalated complex issues.

SKILLS & INTERESTS

- **IT Support & Systems:** Troubleshooting and technical support, hardware and peripheral installation, software installation and configuration, network setup and maintenance, system updates and optimization, data backup and recovery, technical documentation, remote desktop tools (TeamViewer, AnyDesk)
- **Web Development:** HTML, CSS, TypeScript, JavaScript, React, Tailwind, Vite, Visual Studio Code, Git/GitHub.
- **Productivity & Collaboration Tools:** Microsoft Office Suite, Google Workspace, Salesforce, QuickBooks, Slack, Trello, HeyOrca, Figma, Canva, Zoom.

CERTIFICATIONS

- National Certificate II in Computer Systems Servicing 2020   -
- CISCO CCNAV7 - Introduction to networks
- CISCO CCNAv7: Switching, Routing, and Wireless Essentials
- Digital Literacy Training Excel Techniques for Data Analysis
- Introduction to IT Acquisition