









NOMER ALCANTARA | Web Developer

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 My Portfolio : <https://nralcantara-portfolio.netlify.app>

SUMMARY OF QUALIFICATIONS

- *Full-stack Web Developer knowledgeable in programming and database languages such as HTML5, CSS3, JavaScript, PHP, MongoDB, MySQL, GraphQL and Git version control.*
- *Operations Executive with more than seven years of experience in planning and supervising international examination events.*
- *HR Representative to the department that processes and completes internal reports for all HR related tasks such as exam staff hiring, training, performance monitoring and payroll.*
- *Proficient in MS Office application such as word, excel and powerpoint with familiarity in using SAP System mainly procurement and sales.*
- *Excellent organizational skills with flexible working attitude and willingness to learn driven by a mindset that efficiency is a result of overcoming challenges by sufficient knowledge.*

PROFESSIONAL EXPERIENCE

EXAMINATION SERVICES EXECUTIVE

BRITISH COUNCIL (SINGAPORE) LIMITED - Examinations Services

November 2011 - February 2019

- Administered at least two international examinations every month within seven years.
- Handled venue booking for off-site testing based on the agreed monthly targets and examination board requirements.
- Liaised with vendors, venue managers and examination board representatives for negotiation in regards to booking contracts, payment terms and other examination related requirements.
- Managed the timely preparation of pre-test materials from monitoring sufficient supply of confidential exam papers to properly dispatching them to each examination venues ensuring the high level compliant of handling examination materials.
- Supervised staff in-charge for post-processing of examination sessions to ensure a high security sorting of examination papers packed for marking, proper archiving and disposal of other materials used.
- Guided invigilators and customer service officers on how to deal with different issues raised by examination candidates before, during and after the examination event.

Key achievements:

- Reduced the pretest and post-test processing by 50% completion time by developing excel based templates to speed up the tasks related.
- Improved efficiency in data handling by 40% by proper labeling and organizing active and archived files for easy but highly secured access for dispatching and disposing documents to maximize storage space.

HR REPRESENTATIVE (Secondary Role)

BRITISH COUNCIL (SINGAPORE) LIMITED - Examinations Services

- Performed sourcing and shortlisting applicants for examination proctors assigned to IELTS (International English Language Testing System) and Professional or University exams.
- Involved in interview process and took part in hiring decisions for at least 20 applicants every year.
- Conducted training and seminars for proctors before deploying them to the actual examination duties.
- Managed performance monitoring and coaching for newly hired proctors to maintain the high-quality standard of examination services.
- Calculated a total of 150 headcount consisting of Examiners, Proctors and part-timers' working hours on a timely and accurate basis every month.
- Accomplished monthly and annual payment reports including accrual, refund and reconciliation journals for audit compliance requirements.

Key achievements:

- One of the most recommended proctor-trainer of the year based from the scorecard survey by consistently complying with the examination administration standards.
- Commended for 100% audit compliance by accurate and timely submission of annual reports with no pending payments processed.

GUIDANCE COUNSELOR

MAPÚA INSTITUTE OF TECHNOLOGY - Center for Guidance and Counseling

April 2010 - August 2011

- Conducted interviews of incoming students and preparation of their profiles.
- Performed orientation and seminars that help students attain academic success and establish an effective career plan.
- Administered series of psychological tests to the students such as Culture Fair Intelligence Test (CFIT-3), 16 Personality Factors (16PF), Otis-Lennon School Ability Test (OLSAT 8th Edition) and Watson-Glaser Critical Thinking Appraisal (WGCTA).
- Guided students on how to find appropriate solutions to their problems be it personal or academic issues.

HR COMPENSATION AND RECRUITMENT OFFICER

MAPÚA INSTITUTE OF TECHNOLOGY - Human Resources Department

August 2008 - April 2010

AS COMPENSATION OFFICER

- Prepared monthly reports submitted to several government agencies (Social Security, Home Development Fund, Philippine Health Insurance and National Housing Authority)
- Accomplished monthly remittances in payment of government mandated contributions.
- Managed monthly salary loan deductions of the employees.
- Processed maternity and sickness benefits of the employees.
- Assisted employees in updating their government records in relation to their benefit claims.

AS RECRUITMENT OFFICER

- Performed sourcing applicants that will cater to the needs of the requesting departments.
- Conducted initial interview and administered series of psychological tests for assessments and recommendations
- Liaised with the Deans, Heads, Executive Vice President and President for teaching demonstration and interview schedules regarding faculty recruitment.
- Processed the application requirements of the newly hired employees.

EDUCATION

BACHELOR OF SCIENCE IN PSYCHOLOGY

NEW ERA UNIVERSITY - Diliman Quezon City, Philippines

June 2003 - March 2008

TRAINING AND SKILLS

FULL STACK WEB DEVELOPMENT

ZUITT CODING BOOTCAMP | Caswynn Building, Timog Ave. Diliman Quezon City, Philippines | January - May 2020

- **Frameworks and Libraries:** Bootstrap, JQuery, ReactJS, NodeJS, Express, Laravel and REST.
- **Programming Languages:** HTML5, CSS3, JavaScript, PHP, SQL and GraphQL.
- **Database Systems:** MySQL and MongoDB.

PEOPLE MANAGEMENT

Problem Solving and Decision Making | British Council Singapore | 14-16 May 2018

Manage Yourself, Your Time and Good Team Working | Maya Hotel Kuala Lumpur, Malaysia | 17-19 October 2016

People Management Skills | Oakwood Hotel Guangzhou, China | 3-5 November 2014

CUSTOMER SERVICE

Delivering Service Excellence | British Council Beijing, China | 5-7 November 2013

ADDITIONAL INFORMATION

Character references are available upon request.