

# JOHN RAYMOND PESINO

## CONTACT

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## EDUCATION

### Zuitt Tech Program

April - September 2025

- Main Course Package (MERN)
- Full-stack Web Development

### BS in Agri-EcoTourism Management

2013-2018

- Central Bicol State University of Agriculture

## CERTIFICATIONS

### Civil Service Passer

July 2024

Civil Service Commission Region V  
Rating - 90.38 %

### Computer System Servicing National Certificate II

January 2018

LOGICZ Computer Training Center

## ADDITIONAL SKILLS

- Proficient in MS Office (Word, PowerPoint, Excel)
- Software and hardware troubleshooting and maintenance
- Basic video and photo editing
- Basic SketchUp skills
- Detail-oriented and organized
- Creative thinker
- Adaptable and quick learner

## SKILLS SUMMARY

- Languages: JavaScript, Python, HTML5, CSS3, SQL
- Front-End: React.js, Bootstrap, Responsive Web Design
- Back-End: Node.js, Express.js, Django, RESTful APIs, MongoDB, MySQL, Mongoose
- Full-Stack Development: End-to-end web application development with seamless integration of front-end and back-end technologies, ensuring mobile-first and responsive design
- Tools & Platforms: Git, GitHub, Postman, NPM, Trello, Vercel, Render, Netlify

## WORK EXPERIENCE

### Administrative Aide III

Central Bicol State University of Agriculture

October 2023 - Present

#### Quality Assurance Office

- Process financial documents including PRs, DVs, OBRS, and BURS, ensuring 100% compliance with reimbursement and transaction requirements.
- Organize and maintain records for 7 major accreditation and quality programs (IA, Program Accreditations, PQA, ISO, ISA, THE Impact Rankings, WURI, QS Stars Rating), improving document retrieval efficiency.
- Provide technical troubleshooting and system configuration support, reducing downtime for staff operations.

#### University Review Center

- Process and validate registrations of 500+ reviewees, ensuring accurate enrollment and financial transactions.
- Coordinate honorarium payments for lecturers in multiple programs (ABELE, ALE, LET, FTLE, FPLE, CLE, VLE).
- Draft and issue official communications to lecturers, streamlining correspondence and scheduling.
- Deliver configuration and troubleshooting support, ensuring smooth review operations.

### Enumerator

Philippine Statistics Office

August - September 2020

- Collected and verified demographic and economic data through structured field surveys and interviews.
- Ensured data accuracy and completeness, contributing to reliable statistics for national reports.
- Coordinated logistics and reporting across assigned areas, meeting project deadlines.

### Administrative/Technical Support

Sincere Staff Management Services

October 2018 - April 2019

- Provided hardware/software troubleshooting and installation across all company branches, improving system reliability for staff.
- Performed system updates and preventive maintenance company-wide, minimizing IT-related disruptions.
- Supported day-to-day clerical and administrative operations, ensuring smooth workflows across locations.

### On-Call Office Assistant

DPWH Camarines Sur District V (ICT office)

May-August 2017

- Assisted with data entry, documentation, and inventory management, ensuring accurate records.
- Provided IT support, including troubleshooting, installations, and system maintenance.
- Improved office efficiency by organizing records and assisting with technical operations.

### Computer Attendant

TakNet Café

January-March 2012

- Assisted clients with technical issues and system use, maintaining customer satisfaction.
- Monitored systems and performed regular troubleshooting and maintenance.
- Handled inventory management and record-keeping for café operations.

## PROJECT EXPERIENCE

### Portfolio Website

Static Web Portfolio

#### Project Link

- Designed and developed a responsive, mobile-first portfolio using HTML, CSS, and Bootstrap. Integrated interactive galleries, smooth animations, and dynamic sections to showcase projects effectively and enhance user experience.

### "Peas&Paws"

MERN E-Commerce Platform

#### Project Link

- Built and deployed a full-stack e-commerce app for pet products using the MERN stack. Featuring a responsive UI for mobile and desktop, a dynamic shopping cart with order history tracking, and optimized backend APIs for fast queries and scalable performance.

### "Pluma"

MERN Blog Platform

#### Project Link

- Built and deployed a responsive blog platform using the MERN stack. Implemented full CRUD functionality with secure user authentication, allowing users to create, edit, and manage posts seamlessly. Deployed on Vercel for fast, scalable performance.