



# JERICHO STA MARIA

INFORMATION TECHNOLOGY



## Contact



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Laguna



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## Skills

### Technical Skills

- Frontend: Basic knowledge of HTML, CSS, JavaScript, TypeScript, React.js, Next.js, Tailwind CSS
- Backend: Basic knowledge of Node.js, Express, MongoDB, Supabase, MySQL, PHP
- Microsoft Office: Word, Excel, PowerPoint
- Digital Tools: Canva, CapCut, Google Docs, Google Sheets

### Soft Skills

- Basic Communication Skills: English and Tagalog.
- Teamwork: Able to collaborate with cross-functional teams to achieve goals.
- Time Management: Can prioritize tasks, manage time, and meet deadlines.



## About Me

A passionate BSIT fresh graduate with a strong enthusiasm for technology and innovation. Eager to apply my skills and knowledge to real-world problems and contribute to exciting projects. Driven to learn, grow, and make a positive impact in a fast-paced work environment.



## Education

### Baccalaureate

Laguna University  
BS in Information Technology  
Bubukal, Santa Cruz, Laguna  
2021-2025

### Secondary Education

Governor Felicisimo T. San Luis (Junior High)  
Laguna University (Senior High)  
Bubukal, Santa Cruz, Laguna  
2014 - 2018

### Elementary Education

Gatid Elementary School  
Gatid, Santa Cruz, Laguna  
2007 - 2014



## Work Experience

### Family Owned Business

#### Internet Café Attendant

2018 - 2024

- Assisted customers with printing services, computer time loading, and computer usage.
- Monitored shop operations and ensured smooth customer service.

### Internship: GSIS Laguna

#### Administrative Assistant

500 Hours

- Scanned, sorted, and encoded member records for accurate documentation
- Assisted in daily clerical and administrative tasks to support office operations
- Performed basic troubleshooting on office equipment and computers