

# CORTES, JACOB B.

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Revilleza Compound, Lopez Ave. Batong Malaki, Los Baños, Laguna

Motivated and detail-oriented Information Technology undergraduate seeking an opportunity as an IT Specialist through the Global Internship Program. Equipped with a solid foundation in IT systems, web application development, and technical troubleshooting, along with hands-on experience in Office tools and a passion for leveraging technology to solve complex problems. Eager to contribute my skills in system optimization, technical support, and innovative solutions while collaborating with diverse teams to drive organizational success.

## KEY COMPETENCIES

Databases Management

Basic SQL commands

HTML/CSS

Photoshop/Canva

Figma

Filmora/Capcut

Communication/interpersonal skills

Team-Oriented/Time Management skills

Basic Computer Troubleshoot

## WORK EXPERIENCE

### DILG Cluster A Office

February 2025 - Present

#### On the job training/Intern

Developed and implemented new features for an existing web application for DILG Cluster A's Lupong Tagapamayapa Incentives Awards. The new features allowed barangay secretaries to upload documents, such as barangay achievements and activities, directly into the system. Additionally, on the admin side, the application was designed to assess and rate the uploaded documents efficiently. Assisted office staff with their daily tasks, ensuring smooth operations and improved productivity.

### McDonalds

June 2024 - Aug 2024

#### SPES

Prepared food items like fries and rice, maintained kitchen cleanliness, and worked with the team to ensure timely order delivery during busy shifts at McDonald's.

## EDUCATION

### Senior High School

**Strand:** Information and Communication Technology (ICT)

Colegio De Los Baños

### College

Bachelor of Science in Information Technology

**Major:** Web and Mobile App Development

Laguna State Polytechnic University - Los Baños

Campus

## CERTIFICATES

Participated if Appcon 2024

Learned Adobe Color

Webinar: Web Development

Stacktrek: 40 mins of coding Workshop

[Certificates Link](#)