

SARAH JEAN S. TRAJANO

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OBJECTIVES

To enhance my skills through this kind of work and apply my knowledge acquired from education and experience. I am looking forward to an opportunity where I can utilize my skills effectively to the success of the organization and further improvement of my personal skills.

EDUCATIONAL ATTAINMENT

MASTER'S : Philippine Christian University (October 2021- August 2022)
DEGREE Masters in Information Technology
Manila

MASTER'S : Polytechnic University of the Philippines (April 2017- 2021)
DEGREE Masters in Information Technology (36 Units)
Anonas, Santa Mesa, Manila

TERTIARY : Pamantasan ng Lungsod ng Pasig
Bachelor of Science in Computer Studies
Alkalde Jose St. Kapasigan, Pasig City
S.Y. 2010- 2014

WORK EXPERIENCE

Office of the Presidential Adviser on the Peace Process (OPAPP)

Payapa at Masaganang PamayaNan (PAMANA) - National Program Management Office (NPMO)

Peace Program Officer II : August 2017 – Present

Administrative Officer III : March 2017 – August 2017

Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, Pasig City

Tasks:

1. Provided support coordination to the National Program Manager
2. Lead/Focal Person for the FY 2017 PAMANA Projects. Ensure the implementation of all projects.
3. Conduct assessment of all projects under FY 2017 PAMANA
4. Coordination with PAMANA Units and Partner Agencies regarding various PAMANA concerns (e.g. progress report submission, meetings, data validation and other clarifications)
5. Assisted in organizing and/or attended various meetings (e.g. Bilateral, Inter-unit, Inter-Agency)
6. Assisted in the consolidation and preparation of budget proposals for submission to Partner Agencies, Department of Budget and Management (DBM), House of Representatives and Senate of the Philippines.
7. Drafted communications, meeting highlights and regularly maintains and updates PAMANA Program files. Performed other related tasks as deemed necessary by the Assistant Secretary for Programs.

Office of the Presidential Adviser on the Peace Process (OPAPP)

Information and Communication Technology Unit

Project Developer Officer I : January 2015 – March 2017

Admin Assistant II : April 2014 – December 2014

Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, Pasig City

Tasks:

1. Developed and enhanced Web-based System for OPAPP
 - OPAPP Forms
 - SPMS
2. Developed Windows-based application
 - IT Services
 - Trip Ticket System
 - Payslip Generator
3. Provide Technical Support and Helpdesk Support (trouble shooting)
4. Maintain Active Directory Server and Application Server (Microsoft Windows Server 2008)
5. Performs other tasks or functions that may be assigned by the Chief Admin Officer II of OPAPP Finance and Administrative Services.

Special Program for Employment of Students (SPES)

- June 2011 – March 2013 Pamantasan ng Lungsod ng Pasig COOP, Pasig city
Duties: Student Assistant, Encoder
- April 2011- May 2011 Rosario Health Center (SPES), Pasig city
Duties: Health Patrol, responsible for sorting records, encoder
- April 2012 - May 2012 Post Office, Pasig City
Duties: Encoding of Records
- April 2013 - May 2013 Pamantasan ng Lungsod ng Pasig Library, Pasig City
Duties: Encoding of Records

TRAININGS AND SEMINARS ATTENDED
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NAME OF SEMINAR	: Automation Testing using Selenium and Cucumber
PLACE/DATE	: MST Connects PH September 03-04, 2022
NAME OF SEMINAR	: Personal Governance Introductory Program (Webinar)
PLACE/DATE	: The Center for Excellence in Governance January 26, 2022
NAME OF SEMINAR	: Mastering Data with Power BI and Security (Webinar)
PLACE/DATE	: Polytechnic University of the Philippines July 2, 2020
NAME OF SEMINAR	: ISO 9001:2015 Quality Management System
PLACE/DATE	: Polytechnic University of the Philippines August 2019
NAME OF SEMINAR	: Data Mining and Analytics
PLACE/DATE	: Polytechnic University of the Philippines March 17, 2018
NAME OF SEMINAR	: Project Development and Management Training
PLACE/DATE	: University of the Philippines, Quezon City August 2017
NAME OF SEMINAR	: Gender and Conflict Sensitivity Training
PLACE/DATE	: Eugenio Lopez Center , Antipolo City December 19-20 2016
NAME OF SEMINAR	: 200-125 Cisco Certified Network Associate (CCNA)
PLACE/DATE	: Rivian Training System November 20 –December 18, 2016
NAME OF SEMINAR	: Sophos Technical Training
PLACE/DATE	: Agustin I Building, F. Ortigas Jr. Road Pasig City November 29,2016

NAME OF SEMINAR	: Microsoft Windows Server 2008: Administering Active Directory
PLACE/DATE	: Inventive Media Unit 202 Raman Condominium 1130, Don Chino Roces Ave., Brgy San Atonio Makati City July 2 – 3 2016)
NAME OF SEMINAR	: Microsoft Windows Server 2008: Implementing And Aministering Server
PLACE/DATE	: Inventive Media Unit 202 Raman Condominium 1130, Don Chino Roces Ave., Brgy San Atonio Makati City June 11-12 2016
NAME OF SEMINAR	: Information Systems Strategic Planning Workshop
PLACE/DATE	: Information and Communications Technology Office UP Diliman September 22-24 2015
NAME OF SEMINAR	: Peace Orientation- Brown Bag Session on the OPAPP and the Peace Process
PLACE/DATE	: AFP Commissioned Officers Club, Camp Aguinaldo, QC August 26 2015
NAME OF SEMINAR	: Gender and Conflict Sensitivity Training
PLACE/DATE	: Balay Indang Cavite August 21-23 2014
NAME OF SEMINAR	: BPO Call Center Seminar
PLACE/DATE	: Pamantasan Ng Lungsod Ng Pasig September 2013
NAME OF SEMINAR	: Career Orientaion
PLACE/DATE	: Pamantasan Ng Lungsod Ng Pasig February 12, 2013
NAME OF SEMINAR	: Ethical Hacking and Game
PLACE/DATE	: Pasig City Library February 2, 2012

CHARACTER REFERENCES

1. **MARICAR MENCHIE CELESTIAL**
Program Manager
Office of the Presidential Adviser on the Peace Process
Pasig city
09665494743
2. **JAZHEEL JETT HIBIONADA**
Project Development Officer IV
Office of the Presidential Adviser on the peace Process, Pasig city
09175031377
3. **JOHN ESTRELLADO**
Peace Program Officer IV
Office of the Presidential Adviser on the peace Process, Pasig city
09178233672