JAN VINCENT NEAL
TOLEDO • BS Information Technology

IT Graduate

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EDUCATION

Senior High School
Judge Feliciano Belmonte Sr. High School
2018-2020

College
Quezon City University
2020 - 2024

SKILLS

Technical Skills

Web Development
Database Management
Hardware Troubleshooting
Software Troubleshooting
Microsoft Tools
Project Management
Web Design

Soft Skills

Time Management
Fast-Learner
Adaptability
Attention to Detail
Communication Skills

COVER LETTER

I am Jan Vincent Neal R. Toledo, a 22-years old BS Information Technology graduate from Quezon City University. I recently graduated from Quezon City University last June 25, 2024 completing a Bachelor's Degree in Information Technology.

During my four year study in the university, I have experienced all of the roles in Information Technology including System Documentation, Web Development, System Developer, UI/UX Designer and Project Management. I am hugely inclined in Front-End Web Development with the use of HTML, CSS and JavaScript along with the recent frameworks such as ReactJS. I focused all of my time to practice my code in Front-End Development and a some of my extra time for some Back-End Development with the use of MySQL queries in PHP.

From my previous company, I was an IT Intern who manages and develops multiple web projects for WordPress by utilizing the right tool such as Elementor Pro for the design, PHP Code Snippets for other functions and the Ahrefs as the SEO for optimizing the webpages articles in the Google Search Engine. My continuous hunger for self-improvement has enabled me to explore all the possible skills that my course offers. With all of this acquired knowledge, I wanted to contribute whatever I can offer to my future company.