

VINCENT B. SARCILLA

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PROFESSIONAL SUMMARY

Bachelor of Science in Information Systems graduate with practical experience in website maintenance, front-end development, database management, and basic troubleshooting. Skilled in project management, research, and content creation, with a strong work ethic and attention to detail. Ready to contribute to digital solutions in dynamic environments.

EDUCATION

Bachelor of Science in Information System (BSIS)

Bestlink College of the Philippines – Bulacan Inc.

Bulacan, Philippines

September 2021 - July 2024

Science, Technology, Engineering and Mathematics (STEM)

Bestlink College of the Philippines – Bulacan Inc.

Bulacan, Philippines

June 2017 - April 2019

SKILLS SUMMARY

- **Front-End Development:** HTML5, CSS3, Sass, Bootstrap, JavaScript, jQuery
- **Tools:** Git, MySQL
- **Others:** Project Management & Documentation, Research & Content Creation, Basic Troubleshooting, Photo Editing & Enhancement
- **Soft Skills:** Problem-solving, Communication, Critical Thinking, Time Management, Attention to Detail, Adaptability, Collaboration, Work Ethic

EXPERIENCE

Website Maintenance and Server Management (Internship)

April, 2024 - July, 2024

Bestlink College of the Philippines – MIS Dept.

- Enhanced and maintained the school website by fixing bugs and adding new features, particularly improving the user interface for better user experience.
- Served as the front-end developer, supporting the back-end team by integrating new content and ensuring seamless updates to the website.
- Regularly added and updated website content, contributing to a more informative and engaging platform for students, staff, and visitors.

Freelance English Transcriber & Quality Assurance

November 2023 - January 2024

Transcriber Guru, Indonesia

- Transcribed audio recordings into written text with high accuracy.
- Reviewed and ensured quality control of transcripts before final submission.
- Maintained strict adherence to client formatting and accuracy standards.

PROJECTS

Capstone Project: School Management System (Head Dean System) - 4th Year

Scrum Master & Assistant Programmer

- The Head Dean System automates administrative tasks like class schedules and student records for Bestlink College of the Philippines – Bulacan.
- Reduces manual work, improving efficiency and organization within the department.

Cibus Delivery Services - 3rd Year

Project Manager

- A custom web system that enables restaurants to offer online food ordering and delivery services.
- Tailored for restaurants looking to establish a private, self-managed online delivery platform.

Coffee Shop Online Menu - 3rd Year

Programmer

- Designed and developed a user-friendly online menu system for a coffee shop.
- Enabled customers to easily browse menu items and place orders digitally for a more seamless and convenient ordering experience.

CERTIFICATIONS & WEBINARS

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| • Data Visualization – <i>ZUITT</i> | February 2025 |
| • Introduction to Critical Infrastructure Protection – <i>OPSWAT Academy</i> | January 2025 |
| • Software Engineering Masterclass – <i>Xaltius Academy</i> | January 2025 |

REFERENCES

Nadine Domingo

Admin/HR Assistant

Conceive IVF Manila Inc.

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Project Engineer

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