





MARK S. TABORDA

WEB DEVELOPER

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 76 BFD Compound, Brgy Central, Quezon City

SKILLS

- Background in different programming languages such as C, C++, and Java.
- Background in Web Designing using PHP: Hypertext Preprocessor, and CSS.
- Knowledgeable in Microsoft Office tools such as Access, Excel, Outlook, PowerPoint and Word.
- Basic knowledge in Network Configuration.
- Knowledgeable in ISO 9001:2015
- Skilled in coordinating and managing various administrative requirements.
- Flexible and ability to work efficiently on multiple tasks.
- Excellent interpersonal skills, office etiquette and phone manners.

PROFILE

I have 5 years of experience in Administrative Duties and IT Support across internal team of Government agencies. Performing and delivering results at my highest capacity.

EXPERIENCE

PROJECT ASSISTANT II (ADMINISTRATIVE OFFICER)

Office of the Undersecretary for Scientific and Technological Services, Disaster Risk Reduction and Climate Change Unit
2018 -2022

- Developed an inter-office database for monitoring of request.
- Read, analyzed and recorded incoming request for the Office.
- Provided IT support in the office.

CLERK II (PAYROLL OFFICER)

Administrative and Legal Services, Personnel Division (HR)
2016 - 2018

- Provided technical support in the office.
- Provided support for HR training needs from time to time.
- Received and analyzed incoming request, and distributed them to the appropriate personnel.

EDUCATION

UPLIFT CODE CAMP

Full-stack Bootcamp
May - November 2022

SYSTEMS PLUS COMPUTER COLLEGE

Bachelor of Science in
Information Technology
2013-2016

TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES

Bachelor of Science in
Information Technology
2010-2012

TRAININGS/SEMINAR

RA 6713-CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES

DOST-CO / 2021

BASIC COMPUTER MANAGEMENT AND SECURITY AWARENESS

DOST-CO ITD / 2021

CAPACITY BUILDING TO ENHANCE THE COMPETENCY ON RECORDS MANAGEMENT IN THE DOST SYSTEM

DOST-CO / 2019

RA 6713-CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES

DOST-CO / 2021

DATA PRIVACY ACT OF 2012

DICT /2018

CASH MANAGEMENT AND CONTROL SYSTEM

COA / 2018

PUBLIC SERVICE ETHICS AND ACCOUNTABILITY

DOST-CO / 2017

BASIC COMPUTER TROUBLESHOOTING TRAINING

DOST-CO ITD / 2017