GIAN MARK VIGO

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TECHNICAL SKILLS

- Web Development: HTML, CSS, JavaScript, ReactJS, VueJS, Laravel, Firebase
- IT Support: Network Troubleshooting, Technical Support
- Tools: Microsoft Office Suite, Adobe Lightroom

PROJECTS

City Housing and Settlements Department Management Information System - Capstone Project

City Housing and Settlements Department – Calamba City Hall (Apr 2024 – Nov 2024)

- Designed and developed a web-based Management Information System for permit and housing data.
- Implemented user roles, document archiving, and application tracking using Firebase.

Personnel Management System

Vills Manpower Recruitment Agency (April 2025-Present)

- Built a web-based system for recruitment, applicant tracking, and employee management.
- Designed role-based dashboards and modular UI using Laravel Blade and Alpine.js.
- Streamlined job postings, interviews, and training evaluations into one platform.

KairoAI - AI-Powered Meeting & Workflow Hub

Personal Project (2025 – Ongoing)

- Building an AI platform that records meetings, transcribes speech, and generates automated summaries with action items
- Implemented foundation stack with Next.js, NestJS, PostgreSQL, and Google OAuth; integrated speech-to-text and Al summarization via OpenAl GPT.
- Planned features: real-time collaboration, Jira/Slack integrations, semantic search, and cloud deployment with Docker
- + CI/CD.

LEADERSHIP AND ACTIVITIES

Media Committee Member

KISLAP – Kabataan Initiative Solidarity Leadership Assistance and Partnership (May 2024 – May 2025)

- Documented community projects (e.g., clean-up drives) through high-quality photography and videography.
- Enhanced visual content using Adobe Lightroom to support outreach initiatives.
- Provided impactful media coverage to promote advocacy and awareness.

CERTIFICATIONS

- AWS Certified Cloud Practitioner
- Cisco Networking Academy Introduction to Internet of Things
- Grab Geostars Geo-Mapping Program

WORK EXPERIENCE

IT Support Intern

ICT Department – Calamba City Hall (Nov 2024 – Apr 2025)

- Provided technical support, software installation, and network maintenance.
- Assisted in daily IT operations, troubleshooting multiple technical issues weekly.

EDUCATIONAL BACKGROUND

Bachelor of Science in Information Technology *City College of Calamba – Graduated June 2024* **Senior High**

School - STEM Strand

Calamba City Science Integrated School – Graduated June 2021