

Name: **JAKE MARVIN C. VILLEGAS**

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GENERAL INFORMATION

Jake Marvin C. Villegas, 32 years old, Male, Single, Roman Catholic, born on April 15, 1992 in Baybay City, Leyte. The fourth of five children of Mr. and Mrs. Mario C. Villegas, Sr. Graduated Bachelor of Science in Information Technology at Franciscan College of the Immaculate Conception last March 2018, Magna Cum Laude.

Has good computer skills both in troubleshooting and programming (Hardware and Software). Can learn quickly, demonstrates flexibility and persistence in work, honest, hardworking and is willing to work overtime and during holidays.

SKILLS AND STRENGTHS

- Mathematical and Accounting Skills
- Computer Hardware & Software Installation
- Computer Trouble Shooting
- Novice Programming/ Application Development
- Intermediate Web Development
- Microsoft Office Literate
- Intermediate Photo Editing Using Photoshop
- Flexible, Goal-Oriented, Self-Motivated and Willing to Learn

EDUCATIONAL BACKGROUND

COLLEGE LEVEL

School Attended: Franciscan College of the Immaculate Conception

Date Admitted: June 2014

Date Finished: March 2018

Degree: Bachelor of Science in Information Technology

Scholarship Grant: Full Academic Scholar

General Weighted Average: 1.04

HIGH SCHOOL LEVEL

School Attended: Alternative Learning System

Date Admitted: 2013

Date Finished: 2014

Diploma Received: High School Diploma

WORK-RELATED EXPERIENCE

I. Position : Programmer
MS Access Patient Record Management Software
Company : Medical Mission Matters

Work Description

- Designed and created a user friendly MS Access record management for cleft palate patients.
- The program is both secure and functional. It is secured for only authorized person can use the system and functional as it accomplishes the requirements specified by the company.

II. Position : Web Developer
Inventory and Sales System
Company : Men at Work

Work Description

- Co-created an online inventory and sales system for Men at Works.
- The system is capable of running in any operating system, secure and accomplishes the required inventory and sales functions with customization.

III. Position : Web Developer
Time Keeping System
Company : God's Grace Contact Center

Work Description

- Created a time keeping system for God's Grace Contact Center for monitoring employees in their work.
- The system is mobile responsive, it can be used in pc's, laptops, tablets and mobile phones.
- Functions of the system includes keeping track of the attendance and time spent of the employee, messaging, payroll reports and is secured.

IV. Position : Web Developer
School Attendance System
Company : Franciscan College of the Immaculate Conception

Work Description

- Created a student attendance system for the Franciscan College of the Immaculate Conception.
- The system can use radio frequency ids, quick response code and barcode for identifying students.

V. Position : Information System Support
Company : Taytay Sa Kauswagan Inc.

Work Description

- Assisting in the delivery of information system services to the Head Office and Branches
- Installs new software and updates
- Receives all incoming and outgoing communications regarding database and troubleshooting requests
- Maintains all database of all the branches and head office
- Assists in testing and upgrading of the TSKI MIS
- Provides on going support to branches and departments through trouble shooting and problem solving
- Assist in training Finance and Accounting staff, and all end users in program operation and care of computer peripheral equipment, functions of software documentation, and generally other areas of computer operation and system support
- Submits repair and preventive maintenance reports to supervisor

VI. Position : Computer File Librarian
Company : Visayas State University Learning Commons Library

Work Description

- Creates, manages and maintains the official website of the University Learning Commons (Library)
- Manages, monitors, and maintains the Destiny Library Manager (DLM), online, and onsite databases including DOST E-library
- Troubleshoots, configures, and maintains computer systems, repairs damaged computer hardware and other electronic equipment

- Assists in the preservation and digitization of library materials
- Coordinates with the ICTMC for the maintenance, back-up, and server related tasks
- Operates & maintains AV Room, its equipment & library materials
- Provides ICT support services for ULC staff and patrons
- Performs other functions as assigned by the Chief Librarian.

SEMINARS/TRAININGS, CERTIFICATIONS, etc.

CERTIFICATION OF TRAININGS ATTENDED

1. Research Methodology Seminar/Workshop
Issued by: Franciscan College of the Immaculate Conception
Location: FCIC AVR, Baybay City, Leyte
Date: October 1, 2016
2. Seminar Workshop on Basic Laboratory Procedures and Manipulation of Laboratory Apparatus
Issued by: Franciscan College of the Immaculate Conception
Location: FCIC AVR, Baybay City, Leyte
Date: April 5, 2017
3. Web-Based Systems Seminar
Issued by:
Location: Ormoc City, Leyte
Date: March 6, 2017

OUTSTANDING ACCOMPLISHMENTS/ AWARDS RECEIVED

Award Received : 2nd Placer - College General Information Quiz
Institution : Franciscan College of the Immaculate Conception
Date : January 11, 2014

Award Received : 3rd Placer – Interdepartmental Bible Quiz
Institution : Franciscan College of the Immaculate Conception
Date : October 15, 2014

Award Received : 1st Placer – College General Information Quiz
Institution : Franciscan College of the Immaculate Conception
Date : January 21, 2015

Award Received : 3rd Placer – Interdepartmental Bible Quiz
Institution : Franciscan College of the Immaculate Conception
Date : October 7, 2015

Award Received : Best Investigatory Project
Institution : Franciscan College of the Immaculate Conception
Date : March 4, 2015

Award Received : Best Capstone Project of the Year
Institution : Franciscan College of the Immaculate Conception
Date : September 15, 2017

Award Received : Dean's Lister
Institution : Franciscan College of the Immaculate Conception
Date : 2014-2018

Award Received : Magna Cum Laude
Institution : Franciscan College of the Immaculate Conception
Date : March 16, 2018

REFERENCE PERSONS

Name : Mr. Zoilo Bulawan
Position : Department Head – Computer Department
Company : Franciscan College of the Immaculate Conception
Contact No. : 09062623241

Name : Mrs. Lolita C. Alba
Position : College Instructor
Company : Franciscan College of the Immaculate Conception
Contact No. : 09491314143

Name : Mr. Alvin Granada
Position : Freelance Programmer
Company : N/A
Contact No. : 09176239116

Name : Ebenezer Delarinman
Position : IT Head
Company : Taytay Sa Kauswagan Inc.
Contact No. : 09176344240