



# ARCIE JHUNE CAYETANO

🏠 Marigold St, Lakeview Homes, Putatan, Muntinlupa City  
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## OBJECTIVE

To work with a reputed organization in a position where I can develop and utilize my skills and prove my worth.

## WORK EXPERIENCE

- ⇒ **Generation One Resource**  
Service Crew - Jollibee SM Muntinlupa  
December 2021 – July 2022  
42 Arandia St, Tunasan, Muntinlupa, 1773 Metro Manila
- ⇒ **Generation One Resource**  
Service Crew - Jollibee Parañaque City Hall  
November 2021 – December 2021  
St, San Antonio, Parañaque City
- ⇒ **Plastic Bilao Warehouse**  
Web Developer  
May 2021 – August 2021  
Tunasan, Muntunlupa City
  - Information System for Product using PHP CRUD
  - Web Hosting Service
  - Editing video and image using Adobe Photoshop and Microsoft PowerPoint.
- ⇒ **Generation One Resource**  
Service Crew - Jollibee SLT Shell  
May 2019 – May 2021  
SLEX Southbound, S Luzon Expy, Muntinlupa City

## EDUCATION BACKGROUND

- ⇒ **PAMANTASAN NG LUNGSOD NG MUNTINLUPA (COLLEGE)**  
2019 – GRADUATING  
Bachelor of Science in Computer Science  
University Road NBI Reservation, Poblacion, Muntinlupa City.
- ⇒ **STI COLLEGE ALABANG (Senior High School)**  
2017 – 2019  
Information and Communication Technology (ICT)  
Interior Montillano Street, Alabang, 1799 Muntinlupa City.

## CERTIFICATION

**TVL – Information & Communication Technology Computer Programming NC III – Java & .Net Technology.**  
May 27, 2019  
STI COLLEGE ALABANG

## PERSONAL DETAILS

Age : 23 years old  
Height : 5'4 ft  
Weight : 48 kg  
Birthday : June 2, 2000  
Gender : Male  
Civil Status : Single  
Religion : Roman Catholic  
Nationality : Filipino

## SKILLS

- ⇒ Flexible in any work place
- ⇒ Computer Literate
- ⇒ Fast Learner
- ⇒ Active Listening
- ⇒ Critical Thinking
- ⇒ Problem Solving

## COMPUTER SKILLS

- Microsoft Office
  - ⇒ Word ●●●●●●●●●●
  - ⇒ PowerPoint ●●●●●●●●●●
  - ⇒ Excel ●●●●●●●●○○
- UI/UX Design
  - ⇒ Adobe Photoshop ●●●●●●●●○○
  - ⇒ Canva ●●●●●●●●●●
  - ⇒ Figma ●●●●●●●●○○
- Programming Languages
  - ⇒ HTML5 ●●●●●●●●●●
  - ⇒ JavaScript ●●●●●●●○○○
  - ⇒ CSS3/ Bootstrap ●●●●●●●●○○
  - ⇒ PHP ●●●●●●●●●●
  - ⇒ Laravel ●●●●●●○○○○
  - ⇒ MySQL ●●●●●●●●○○
  - ⇒ Ajax ●●●●●●○○○○
  - ⇒ Java ●●●●●●○○○○

## TRAINING AND WORK EXPERIENCE

### ⇒ ON THE JOB TRAINING

January 6, 2023 – March 14, 2023

Fastrak Services, Inc.

#3 Felix Baes Street Perpetual Village, Parañaque City

- *Web Designer using HTML5, CSS3, Bootstrap, JavaScript.*
- *To Create UI/UX Design using Figma, Canva and Adobe Photoshop.*
- *Completed 250 hours of On-The-Job training in the IT Department of this office between January 6, 2023 to March 14, 2023 as Information Technology Staff.*

### ⇒ ON THE JOB TRAINING

January 2019 - April 2019

STI College Alabang

- *To create website for Online Reservation System using PHP CRUD.*
- *Completed Eighty Hours (80hrs) On-The-Job Training at STI College Alabang from January 2019 to April 2019*

### ⇒ Unitech Educational Program Corporation

January 2015 –May 2015

University of Perpetual Help System Laguna

- *CURRICULUM*
  - *Microsoft Windows Operating System Tutorial*
  - *Microsoft Office Word, PowerPoint, Excel*
  - *Web Page ( HTML and CSS )*
  - *Adobe Photoshop*
  - *Macromedia Flash*
- *Certificate of Completion upon finishing the 14 sessions from the accredited IT institution and the corporation*

## SEMINAR ATTENDED

December 03, 2019 ⇒ CITCS 6th IT SUMMIT 2019 PROFESSIONAL DEVELOPMENT COURSE with a theme:  
“CURRENT TRENDS AND ISSUES IN COMPUTING”  
Place: Activity Center, Ayala Malls South Park, Muntinlupa City

December 15, 2021 ⇒ CITCS 9th IT SUMMIT 2021 PROFESSIONAL DEVELOPMENT WEBINAR with a theme:  
“HARDWORK TO SMARTWORK: NAVIGATING THROUGH THE DEMANDS OF TECHNOLOGICAL SKILLS IN THE ‘NOW NORMAL’.”  
Guest Speaker : Mr. Isaiah John V. Palo  
Via Zoom Virtual Conference

November 25, 2022 ⇒ CITCS 11th IT SUMMIT 2022 PROFESSIONAL DEVELOPMENT WEBINAR with a theme:  
“FUTURE PROOFING IT EDUCATION: BUILDING RESILIENT I.T. INTEGRATION THROUGH A FUTURE-READY IT PROFESSIONALS”  
Guest Speaker : Mr. Nyzl Hanz Cuaño (Design Consultant)  
Via Zoom Virtual Conference

May 12, 2023 ⇒ CITCS 12th IT SUMMIT 2023 PROFESSIONAL DEVELOPMENT WEBINAR with a theme:  
“LET I.T. BE YOU: ENCAPSULATING DIGITAL TRANSFORMATION TO FUTURE INFORMATION TECHNOLOGY PROFESSIONAL”  
Guest Speaker : Dr. Marmelo V. Abante (Former National President 2018-2019 at PSITE)  
Via Zoom Virtual Conference

*I hereby certify that the statement, data, information and documents stated and attached herein are the factual truth to the best of my knowledge.*

  
Applicant Signature