

MC NICOLE CATANTAN

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OBJECTIVES

To contribute my knowledge and skills to a dynamic company by leveraging my expertise across various IT fields. I aim to apply what I've learned during my academic journey to real-world challenges, gaining valuable experience while working with a team that will guide and enhance my abilities, fostering both personal and professional growth.

WORK EXPERIENCES AND TRAININGS

Intern at KS Financials Management Inc.

March 2024 – June 2024

Location: *Dasmariñas, Cavite*

Position: *UX/UI Designer, Web Developer, QA*

- Developed and designed the front-end landing page for KS Financials, working closely with the team.
- Designed and created flowcharts for the members portal to visualize the user flow and system processes.
- Designed UX/UI for a Finance Officer/Manager Web Portal using Figma and collaborated with the team.
- Gained basic knowledge and training in Quality Assurance, created scripts and collaborating with the team.

On-the-Job-Training – Senior Highschool

January 2020 – March 2020

Location: *John F. Kennedy Memorial Foundation School, Inc., San Isidro, Leyte*

Position: *Administrative Assistant*

- Conducted interviews to gather and compile comprehensive student data and information.
- Took and edited photographs of students to ensure high-quality visual records.
- Developed and maintained detailed student profiles, efficiently organizing and storing data using Microsoft Excel.

Computer Systems Servicing - TESDA NCH Training

October 2019 – January 2020

Calubian, Leyte

- Acquired extensive knowledge and skills in operating system installation, system unit assembly and disassembly, networking, and crafting RJ45 connectors.

KNOWLEDGE AND SKILLS

- Programming Languages: HTML, CSS, JavaScript, Python, C#
 - Database Management: MySQL, MS SQL Server Management, Firebase
 - Version Control Systems: Git, GitHub
 - UX/UI Design Tools: Figma, Canva
 - Familiarity with AWS Cloud Platform, Huawei Cloud, and Google Cloud Platform
 - Encoding (Proficiency in Microsoft Applications such as Word, Excel, and PowerPoint)
 - Data Management
 - Knowledgeable in creating test scripts
 - Knowledgeable in SAP Business One (Basic and Advance)
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EDUCATION

Bachelor of Science in Information Technology
STI College Rosario

September 2020 – August 2024

Computer Systems Servicing - Senior Highschool
John F. Kennedy Memorial Foundation School, Inc.

June 2018 – March 2020

CERTIFICATES AND COURSES

- Digital Startup Development and Acceleration Program (DSDAP) Caravan | *September 05, 2023*
- Huawei Talent Online – Network Foundations | *June 28, 2022*
- Oracle - Award of course completion – Database Foundations | *June 25, 2022*
- SAP Business One – SAP Basic (Logistics and Financial) | *June 06, 2022*

EXTRA CURRICULAR ACTIVITIES

- 1ST place in TAGISAN NG TALINO (Codefest Hackathon: Local level) SY. 2022-2023

REFERENCES

Mr. Jeffrey A. Diaz
Former Computer Instructor
STI College Rosario

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