



JOHN JEFFERSON B. MANALO

Sitio Abaton, Brgy. Parang, Calapan City, Oriental Mindoro

Contact No: +63-946-3064-482

Email Address: jjmanalo.va@gmail.com

CAREER OBJECTIVE

“To be considered and appointed to a job position that will contribute to the betterment of the company and will also develop my skills and abilities in the field of my expertise.”

PERSONAL INFORMATION

Age	:	27 years old
Birth date	:	August, 25 1998
Birthplace	:	San Antonio, Calapan
Gender	:	Male
Status	:	Single
Citizenship	:	Filipino
Dialects	:	Tagalog/English
Religion	:	Roman Catholic
Height	:	155 cm (5,4)
Weight	:	58 kgs.

PROJECTS

Job Portal for PESO Office

Developed a web-based job portal for the PESO office to connect job seekers and employers. The front end was built using PHP to ensure dynamic content rendering and smooth user interactions, while JavaScript and CSS were used for the back-end logic and styling. The portal supports job postings, user registration, and application tracking, providing an accessible platform for employment services.

E-Buy: Secondhand Marketplace

Developed E-Buy, an e-commerce platform for buying and selling secondhand items using Python. The platform allows users to list pre-owned products, manage accounts, and securely complete transactions. It prioritizes a user-friendly interface and efficient handling of listings and inquiries, making secondhand trading accessible and convenient

CERTIFICATES

Fortinet Certified Fundamentals in Cybersecurity
Fortinet, October 2024

Fortinet Certified Associate in Cybersecurity
Fortinet, October 2024

TWSP, Programming (JAVA NC III)
BCRV TECH-VOC, INC., November 2024

VIRTUAL ASSIST ONLINE, 6 CERT. (Graphic Design, Lead Generation, Canva, SMM, FB ads., Data Entry)
VIRTUAL ASSISTANT MASTERY PH, August 2025

INTERNSHIP

IT Intern – Office Support Intern (On-the-Job Training)

PESO. (Public Employment Service Provincial Office)
March 2020 – April 2020 (185 hours)
Calapan City, Camilmil, Provincial Capitol, Oriental Mindoro

Intern – Multimedia Design Intern (On-the-Job Training)

OLLAPA CORPORATION. (OLLAPA CORP.)
November 13, 2024 – December 2, 2024 (120 hours)
22 Ipil St. Sitio Seville, Fairview Quezon City

IT Intern – Desktop Support (On-the-Job Training)

TelePhilippines, Inc. (Teleperformance Philippines)
February 20, 2025 – May 13, 2025 (486 hours)
2258 Chino Roces Ave, Makati, Metro Manila

CHARACTER REFERENCES

John Edgar S. Anthony

Dean Collage of Computer Studies
Alcate, Victoria, Oriental Mindoro
Mobile No: 0917-716-9707

Kristianne Aleza Marie L. Javier

Instructor I, Collage of Computer Studies
OJT Coordinator of MINSU
Mobile No: 0909-679-8015

Danilo B. Gasic

Barangay, Councilor
Calapan, Oriental Mindoro
Mobile No: 0998-331-7835

EDUCATIONAL BACKGROUND

TERTIARY:

Mindoro State University
Barangay, Masipit,
Calapan City, Oriental Mindoro
Bachelor of Science in Information Technology (BSIT)
S.Y. 2021-2025

SENIOR:

Oriental Mindoro National HighSchool
Barangay, San Vicente East,
Calapan City, Oriental Mindoro
TECH-VOC (I.C.T)
S.Y. 2019-2020

SECONDARY:

Parang National High School
Barangay, Parang Calapan City,
Oriental Mindoro
S.Y. 2017- 2018

PRIMARY:

Parang Elementary School
Barangay, Parang Calapan City,
Oriental Mindoro
S.Y. 2010-2011

SKILLS AND ABILITIES

- Proficient in Adobe Creative Suite: Photoshop, Illustrator, InDesign, After Effects, and Premiere Pro
- Skilled in Canva, Filmora 14, and CapCut for visual content and video editing
- Basic knowledge of programming languages: Python, PHP, Java, C#, HTML, CSS, and JavaScript
- Familiar with UI/UX principles and responsive web design
- Basic proficiency in Microsoft Office tools: Word, Excel, and PowerPoint
- Hands-on experience with desktop support tasks: system re-imaging, hardware deployment, and RAM upgrades
- Performed cable grooming, cable management, and peripheral installation
- Able to troubleshoot basic hardware and software issues
- Knowledgeable in IT asset tagging, account mapping, and use of ticketing systems
- Detail-oriented and quick to learn new tools and technologies
- Strong collaboration and communication skills; works effectively in both team and independent settings
- Committed to IT confidentiality, data security, and workplace safety standards

“I hereby certify that the above information is true and correct to the best of my knowledge and belief.

JOHN JEFFESON B. MANALO
Applicant