



DIANA GRACE R. VILLEGAS

WEB DEVELOPER/  
GRAPHIC DESIGNER

### SKILLS



WEB DEVELOPMENT



SOFTWARE DEVELOPMENT



GRAPHIC DESIGN



VIDEO EDITING



CONSULTANCY

### STACK



PHP



LARAVEL



C#



HTML5



CSS3



JAVASCRIPT



ILLUSTRATOR



PHOTOSHOP



AFTER EFFECTS



PREMIERE PRO

### CONTACT



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SOUTH COTABATO



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### ABOUT ME

An aspiring web developer and an avid fan of the creative world of programming, who loves to find solutions to complex problems, engage in new technologies and is keen to explore new challenges along the way.



### EDUCATION



2014-2018

BACHELOR OF SCIENCE IN  
INFORMATION TECHNOLOGY  
STI COLLEGE OF KORONADAL  
GWA 1.6



2010-2014

SECONDARY EDUCATION  
NOTRE DAME-SIENA SCHOOL OF MARBEL  
10<sup>TH</sup> HONORS



2004-2010

ELEMENTARY EDUCATION  
NOTRE DAME-SIENA SCHOOL OF MARBEL  
10<sup>TH</sup> HONORS



### WORK EXPERIENCE



APRIL 2021-CURRENT

**INFORMATION SYSTEMS ANALYST II**  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY REGION XII

- Developed Web-based Document Tracking System using PHP
- Developed Phase II of Property and Supply Management Information System
- Produced AVPs for the following:
  - PRRD Pasasalamat Tour
  - NEDA Innovation Challenge
  - Tribute Video for RDC 12 Chairperson
  - RDC Week 2021 Color Parade
- Responsible for the management and maintenance of existing IT systems (HRIS, Payroll, DTR, Document Tracking, Proper Management and Inventory)
- Spearheads the in-house development of Information System (IS) from the meeting and gathering of requirements from the End User
- Records, uploads and prepares report on the Updating of NRO Transparency Seal



MAY 2020 - APRIL 2021

**ADMINISTRATIVE ASSISTANT II**  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY REGION XII

- Developed Property and Supply Management Information System using Laravel MVC
- Developed SOX Results Matrix Information System using PHP and Google Sheet API
- Produced AVPs for the following:
  - National Women's Month MyWonderJuana Challenge
- Responsible for the development of incoming IT systems
- Responsible for the management and maintenance of existing IT systems (HRIS, Payroll, DTR, Document Tracking) within the office
- Performs technical IT support and troubleshooting
- Manage incoming and outgoing documents



SEPTEMBER 2019 - MAY 2020

**ADMINISTRATIVE ASSISTANT/IT PROGRAMMER**  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY REGION XII

- Responsible for the management and maintenance of existing IT systems (HRIS, Payroll, DTR, Document Tracking)
- Performs technical IT support and troubleshooting
- Manage incoming and outgoing documents



APRIL 2018 - SEPTEMBER 2019

**IT PROGRAMMER**  
NEOCASH LENDING, INC.

- Developed the following using Laravel MVC:
  - Human Resource with Payroll Management System
  - Loan Management System and Accounting System
- Developed using Laravel MVC
- Created a spreadsheet that automatically calculates incentives of employees based on the given quota report
- Redesigned company's IDs and flyers



DECEMBER 2018 - CURRENT

**FREELANCE DEVELOPER (CODIGNITY IT SOLUTIONS)**

- Developed Payroll Management System for Dolefil Agrarian Reform Beneficiaries Cooperative (DARBC) (C# .Net Framework, MetroFramework and Crystal Reports)