



## DIANA GRACE R. VILLEGRAS

### 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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## 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)