



# Jan Jaykyl Borja

Computer Programmer / Data Analyst

I am a very versatile person and can adapt to any situation

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📍 Tagbilaran City, Philippines

## EDUCATION

### Bachelor of Science in Computer Science

Holy Name University

03/2005 - 03/2008

Tagbilaran City, Bohol, Philippines

### Masters in Public Administration

University of Bohol

03/2017 - 01/2019

30 Units

## WORK EXPERIENCE

### Administrative Assistant II

Department of Education - Division of Bohol

06/2017 - Present

*Achievements/Tasks*

- Data Collection (Province Wide)
- All around IT Support in the office
- Performance Base Bonus (PBB) Focal Person
- Medical Support Staff

Contact : Dr. Maria Aurora Luma-ad, CESE -  
Medical Officer - DEPED Bohol

### IT Specialist

First Consolidated Bank

04/2008 - 05/2017

*Created Web Base Applications/Programs*

- Customer Information File System
- Credit Investigations System
- Fixed Asset Monitoring System
- Daily Time Record System
- First Consolidated Bank Website - Payroll Uploads / Monitoring
- Card Monitoring System

Contact : Ziphora Fucanan - FCB IT Software - Head

## SKILLS

MySQL

PHP Language

HTML

Adobe Photoshop

Visual Basic .Net

Computer Programming

Video Editing

System Analyst skills

Data Analyst Skills

MS Office Advance

Communication Skills

## ORGANIZATIONS

Couples for Christ (01/2019 - Present)

Member

## CERTIFICATES

Data Analyst

Safety Officer - BOSH

Civil Service Passer - Professional

## LANGUAGES

English

Native or Bilingual Proficiency

Tagalog

Native or Bilingual Proficiency

## INTERESTS

Puzzle Games

Data Analytics

System Information

Computer Games