

AUGUSTINE LLANERA LAURETA

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OBJECTIVE

Detail-oriented Information Technology graduate (Database System Technology major) seeking an Entry-Level Data Entry Clerk position. Bringing strong skills in accuracy, data management, Microsoft Office, and organizational efficiency. Dedicated to supporting company goals through precise data entry and reliable administrative support.

EDUCATION

Bachelor of Science in Information Technology (Database System Technology) Nueva Ecija University of Science and Technology, Sumacab Este, Cabanatuan City 2018 – 2022

WORK EXPERIENCE

Philippine Statistics Authority

- **Team Supervisor – POPCEN CBMS** (January 2024 – September 2024) • Supervised field data collection teams, ensuring accuracy and timeliness of population and community-based monitoring data. • Coordinated with local offices to resolve discrepancies and validate submitted information.

- **Team Supervisor – Data Processor** (October 2024 – March 2025) • Oversaw data processing activities, reviewing entries for accuracy and completeness. • Trained and guided team members in data entry procedures and system use. • Ensured confidentiality and compliance with organizational standards.

SKILLS

- **Frontend:** React.js, Tailwind CSS, HTML5, CSS3, JavaScript (ES6+)
- **Backend & Database:** Node.js, PHP, SQL, MySQL, Structured Query Language, XAMPP
- **Office & Design:** Microsoft Office (Excel, Word, PowerPoint), Adobe Photoshop
- **Soft Skills:** Team Leadership, Data Accuracy, Confidentiality, Time Management
- **Languages:** English, Tagalog

RELEVANT EXPERIENCE & PROJECTS

Course Projects & Training

- Entered and managed structured data using MySQL and XAMPP, improving accuracy of test databases. - Applied attention to detail in coding, database queries, and data verification.
- Completed online certifications in HTML, CSS, SQL, and Cybersecurity Tools. Academic IT Projects - Designed and tested small database systems, ensuring accuracy and error-free outputs.
- Developed and maintained structured records for school projects and group assignments.

ADDITIONAL INFORMATION

- Flexible and reliable, capable of working independently in remote environments.
- Strong time management and ability to meet deadlines.