

JACK KLESTER J. LUMACANG



Experienced in Layout and Graphics designing and printable materials, experienced in administrative, logistic duties, and data entry, handle confidential and problem solving task, advance computer skills in MS application, accustomed long working hours to meet deadlines, and willing to learn and experience for the benefit of the institution.

SKILLS & ABILITIES

- Systems Analyst and Data Entry Specialist
- Skilled in using graphics application such as Adobe Photoshop, Illustrator, Ndesign,
- Intermediate skills in animation and presentation using adobe flash, swish, PowerPoint
- Mid programing skills in Visual Basic, SQL Database, HTML CSS and PHP
- Expert in Office Productivity Tools (MS Office, MS Excel & Power Point) and online applications

EDUCATION

SYSTEM TECHNOLOGICAL INSTITUTE (STI) 2003 - 2005
- Information Technology

ZAMBOANGA A.E. COLLEGE 2001 - 2003
- Information Technology

PROFESSIONAL EXPERIENCE

DURIAN SHIRT AND PRINT 2020 - 2022
Owner/Layout Artist

- Layout and design graphics and printable materials for advertising.
- Incharge in Operation and Logistic of the Business.

PROVINCIAL GOVERNORS OFFICE ZDS 2012 - 2019
Executive Assistant III / PMIS In-charge

- In-charge of Management Information System Office,
- Layout and design printable materials for the whole Provincial Office
- Design interface and analyze system flow of system program develop by MIS office
- Office Productivity Tools Expert

PROVINCIAL TOURISM OFFICE 2007 - 2012
Layout Artist, Admin. Aide

- Layout and design graphics and printable materials for advertising,
- Design and develop web page,
- Create animated presentation(flash, swish, PowerPoint)

GIG PRINT ADVERTISING 2007
Layout Artist, Large Format Machine Operator

- Layout and Design graphics for large format printing,
- Operate large format printer and photo lab printer

FREELANCE GRAPHIC ARTIST 2005 - 2007
Layout Artist, Computer Operator

- Layout and design graphics for various client