Jeff Ivan B. Mayor

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Education

BUKIDNON STATE UNIVERSITY   Bukidnon, MC
B.S. Information Technology   August 2023 - Present
Relevant Coursework: CCNA: Switching, Routing, and Wireless
Essentials

BUKIDNON NATIONAL HIGH SCHOOL   Malaybalay City, Bukidnon
GPA: 94.4   July 2023

Experience

COLLEGE OF TECHNOLOGIES – STUDENT BODY ORGANIZATION   Malaybalay City, Bukidnon
Media Editor   October 2023 – April 2024
- Designed and produced digital posters, event teasers, and publication materials to promote student activities and announcements.
- Collaborated with organization officers to develop creative content that increased student engagement across social media platforms.
- Managed photo and video coverage for college events, ensuring high-quality outputs and timely publication.
- Streamlined the editing process using graphic design tools such as Canva and Adobe Photoshop, improving content turnaround time by 30%.
- Supported information campaigns by maintaining visual consistency and aligning media materials with the organization's branding.

COLLEGE OF TECHNOLOGIES – STUDENT BODY ORGANIZATION   Malaybalay City, Bukidnon
Treasurer   August 2024 – Present
- Managed organizational funds, prepared financial reports, and ensured transparency in budget allocation for student activities.
- Monitored expenses and implemented cost-effective budgeting strategies to maximize event resources.
- Maintained accurate and organized financial records, improving audit readiness and accountability.

Skills and Interest

Technical: Intermediate proficiency in Adobe Photoshop, Canva, Git, JavaScript, HTML, CSS, and React; Basic knowledge of Python and Java.
Language: English, Filipino, Cebuano and Basic Thai Language
Interests: Coding, Graphic Design