

GIO O. LITAN

Purok 4B, Latag, Lipa City, Batangas ·
+639277650291 · gio0306litan@gmail.com ·



Career Objective : Motivated professional with skills in graphic design, video editing, and workflow optimization, with proven experience streamlining processes using Excel and web-based systems. Eager to contribute creative and technical skills to deliver engaging content and support efficient, data-driven operations in a collaborative environment.

PROFESSIONAL EXPERIENCE

Maxim De Humana International Inc.

July 2023 – Feb 2025

Recruitment Staff (Internal)

- **Data Entry & Records Management:** Processed and encoded high volumes of applicant information sheets, managed Google Form submissions, and maintained accurate records for recruitment documentation, reports and compliance with validation and audit requirements..
- **Document Coordination:** Conducted applicant screenings, scanned and validated essential documents, and managed endorsements to recruitment supervisors and client-side validations.
- **Digital & Administrative Support:** Designed recruitment materials, managed social media content, provided technical support for Facebook Live streaming, and supported other branch management operations.
- **Systems Development & Process Improvement:** Developed a semi-automated Excel-based **Locker Monitoring System using QR code scanning**, enabling coordinators to efficiently track locker assignments and occupancy through structured dashboards and a visually organized interface.

Designed and implemented an Excel-based **Employee Performance Evaluation Tracker** to monitor attendance, absences, and violations, streamlining performance reporting.

Built **TrainTracker (MDHII Training Record Management System)**, a web-based system for managing and analyzing employee training records across multiple client organizations.

MLC PH Business Consultancy Services.

April – June, 2023

Creative Marketing Designer / Project Coordinator

- **Data & Content Coordination:** Designed marketing assets, managed client social media pages, coordinated content calendars, and executed email marketing campaigns.
- **Creative & Technical Skill:** Created marketing materials, edited videos, and handled website content updates for client accounts.

Asian Institute of Computer Studies - Lipa

Jan - June, 2019

Student Marketing Assistant

- **Data Entry & Documentation:** Assisted with enrollment records, maintained accurate student information, and contributed to promotional campaigns through social media and events.

TECHNICAL AND PERSONAL SKILLS

Data Entry & Processing: Proficient in handling large datasets, document management, and reporting (Microsoft Excel with formulas, Word, PowerPoint).

Creative Design & Editing: Skilled in Adobe Photoshop, Premiere Pro, Canva, and other editing tools for graphic design, video editing, and content creation.

Web Development & Management: Knowledgeable in creating and maintaining websites and web systems using HTML, CSS, JavaScript, PHP, and Wix.

Digital & Social Media Management: Experienced in managing content calendars, social media pages, and digital assets with accuracy and efficiency.

Personal Skill: Strong written and verbal communication, highly organized, and efficient in managing virtual tasks.

EDUCATION

Batangas State University - TNEU, Malvar	2023
Bachelor of Information Technology, Major in Business Analytics	
Asian Institute of Computer Studies - Lipa	2019
Information and Communication Technology	
Lipa City National Highschool	2017
Edilberto L. Mendoza Memorial Elementary School	2013

OTHER CERTIFICATIONS

TESDA: Regional Training Center -NCR	June 2025
Adobe Certified Professional in Visual Design	
<ul style="list-style-type: none">● Adobe Certified Professional in Graphic Design and Illustration Using Adobe Illustrator● Adobe Certified Professional in Visual Design Using Adobe Photoshop	
Canva Design School	May - June 2025
<ul style="list-style-type: none">● Canva Essentials● Graphic Design Essentials● Marketing with Canva● Canva for Work	
ALISON: Empower Yourself	May 2025
XSIQ	
<ul style="list-style-type: none">● Graphic Design - Visual and Graphic Design	
YouAccel Training	
<ul style="list-style-type: none">● Diploma in the Essentials of Professional Logo Design● Fundamentals of Logo Design	
TESDA: Regional Training Center -NCR	March 2025
Adobe Certified Professional in Marketing Design	
<ul style="list-style-type: none">● Adobe Certified Professional in Content Creation and Marketing Using Adobe Express● Adobe Certified Professional in Document Creation and Management Using Adobe Acrobat	
Graphics Media Training Philippines	March 2025
Adobe Premiere Pro Master Class	
TESDA: Provincial Training Center - Lipa	2022
Computer Systems Servicing NCII	