

JOHN ANDREI TACUJAN

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WORK EXPERIENCE

FREELANCE – TAKBO TARLAQUEÑO

Tarlac City, PH

Tech & Design Support

July 2025

- Designed and managed digital race certificates using Canva and automated workflows, supporting over 1,000 participants.
- Used Python scripts to batch-rename files and organize outputs, reducing manual workload and delivery time.

INTERNSHIP –GO BALUYOT & ADION LAW OFFICE

Tarlac City, PH

IT/Legal Staff

June 2025 –July 2025

- Help organize and digitize legal files, making it easier and faster for staff to find documents.
- Developed a custom billing invoice generator for the law office
- Assisted with day-to-day tech issues and introduced productivity tools to support the staff's workflow.

FREELANCE – VIDEO EDITING & DIRECTING

Tarlac City, PH

Long-form Content Editor

2024

- Edited and color-graded sensitive, long-form tribute videos for memorial services.
- Managed post-production for long-form academic and educational video projects.
- Directed and edited a complete short film, overseeing full post-production and color grading.

WORK IMMERSION – TARLAC NATIONAL HIGH SCHOOL

Tarlac City, PH

Teacher's Personal Assistant

May 2022 – June 2022

- Led a team of students in organizing a mental health webinar attended by 300+ participants.
- Assembled and configured computer hardware, ensuring readiness for school use.
- Created a multimedia video presentation for the Entrepreneurial Week celebration.

EDUCATION

TARLAC STATE UNIVERSITY

Tarlac City, PH

Bachelor of Science

Expected July 2026

Major in Computer Science

Consistent Dean's Lister Since 2022

Aiming Magna Cum Laude

ORGANIZATION

PROGRAMMERS' DEN

Tarlac State University

Member

Jan 2023 – Present

- A place where young and passionate developers can improve their skills through exploration of different fields

JUNIOR PHILIPPINE COMPUTER SOCIETY

Tarlac State University

Member

Oct 2022 – Present

- Provides its members with experience and preparing each student for his future role as a world class ICT professional

TECHNICAL INFRASTRUCTURE

- **Core Skills:** Video Editing, Administrative Support, Workflow Automation, Tech & IT Troubleshooting, Data Management, AI Tools & Prompt Engineering, Document Digitization, General Virtual Assistant
- **Hardware Setup:** NVIDIA GTX 1660 Ti, 16 GB DDR4 RAM, Ryzen 5 5600g.
- **Software & Cloud:** DaVinci Resolve, Canva, Figma, Google Cloud Console, Oracle Cloud.