

GIAN MAHUSAY

ADMINISTRATIVE ASSISTANT

Lapu-Lapu, Central Visayas 6015, Philippines | giyannie.mahusay@gmail.com | [9639230024](tel:9639230024)



PROFILE

A highly motivated Information Technology graduate with diverse experience in programming, database administration, teaching, and administrative support. Proficient in troubleshooting and database management, and skilled at delivering engaging lectures to students at various academic levels. A strong leader with excellent organizational, problem-solving, and interpersonal skills, complemented by a commitment to lifelong learning and innovation.

PROFESSIONAL EXPERIENCE

EDP Junior Programmer / DB Admin, University of Cebu Lapu-Lapu and Mandaue INC

Jun 2024 — Present

Mandaue City

- Administer and optimize relational databases, ensuring their availability through scheduled backups, indexing, and query tuning.
- Develop and maintain monitoring scripts for integration and scheduled jobs, implementing alerts and logging to proactively identify issues.
- Resolve escalations from Support by troubleshooting application and database problems across development environments.
- Document runbooks and offer technical guidance to internal teams to minimize recurring incidents and support tickets.
- Collaborate with senior developers to define requirements, break down tasks, and deliver features on schedule.

Part-time Teacher, University of Cebu Lapu-Lapu and Mandaue INC

Nov 2018 — Present

Mandaue City

- Design and deliver IT courses for undergraduate students.
- Create course materials, hands-on labs, and assessments that align with curriculum outcomes and provide actionable feedback.
- Serve as the Course Developer for Maritime ICT, responsible for creating the syllabus, setting learning objectives, and developing instructional content.
- Foster a collaborative classroom environment, both on-site and online, that encourages creativity and problem-solving.
- Mentor students on projects and study plans to help them achieve their learning goals.

Dean's Secretary, University of Cebu Lapu-Lapu and Mandaue INC

Jul 2018 — Jun 2024

Mandaue City

- Manage the Dean's calendar, meetings, and follow-ups.
- Serve as the first point of contact; triage inquiries and route communications to the appropriate stakeholders.
- Maintain confidential records and documentation; streamline filing systems for faster retrieval.
- Draft and circulate memos, announcements, and reports; track deadlines and action items.
- Oversee office equipment and supplies; coordinate with IT and facilities to resolve issues promptly.
- Support special projects and compile data related to academic and administrative activities.

Software Developer Intern, Department of Environment and Natural Resources

May 2017 — Sept 2017

Mandaue City

- Manage the Dean's calendar, schedule meetings, and follow up on action items.
- Act as the primary point of contact; triage inquiries and direct communications to the appropriate stakeholders.
- Maintain confidential records and documentation; streamline filing systems for quicker retrieval.
- Draft and distribute memos, announcements, and reports; monitor deadlines and ensure action items are completed.

- Oversee office equipment and supplies; coordinate with IT and facilities to promptly resolve any issues.
- Support special projects and gather data related to both academic and administrative activities.

TECHNICAL SKILLS

Data Entry	Programming Languages:	Database Management:	Software and Tools: Microsoft
Soft Skills: Problem Solving	PHP, HTML & CSS,	Optimizations & Backups	Office Suite and Canva
Skills, Adaptability	JavaScript		

ACCOMPLISHMENTS

- Civil Service Exam Passer (2025)
 - Outstanding Non-Teaching Volunteer (2023)
 - Secretary of UCLM Library (2021)
 - Board Director of UCLM Alumni (2020)
 - Board of Director of UCLM Library (2019)
 - President of CARES Program (2017)
 - Vice President of CARES Program (2016)
 - Board Director of CARES Program (2015)
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EDUCATION

Eastern Visayas State University	Sept 2024
Master of Science in Information Technology, Tacloban City	
University of Cebu Lapu-Lapu and Mandaue	Jan 2018 — Jan 2018
Bachelor of Science in Information Technology, Mandaue City	

REFERENCES

MS. ANALOUS. CAG-ONG from University of Cebu Lapu-Lapu and Mandaue

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DR. JANETTE Q. TANQUIS from University of Cebu Lapu-Lapu and Mandaue

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MR. JENNEL D. BARZO

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