

Eirene Grace Q. Armilla

armilla.eirenegrace@gmail.com

09217099305

SUMMARY

Detail-oriented and proactive professional with hands-on experience in web design/development and administrative support. Skilled in creating responsive, user-friendly websites and supporting office operations with strong organizational and communication skills.

PROFESSIONAL SKILLS

- | | |
|--------------------------|--------------------|
| - Web Design/Development | - Google Workspace |
| - UI/UX Principles | - Time Management |
| - Project Management | - Collaborative |
| - SEO Optimization | - Organizational |

EXPERIENCE

Web Designer/Developer Intern - SDEV Technologies, City of Manila February 2025 - May 2025

- Design and develop responsive websites based on client requirements
- Ensure user-friendly interfaces with a focus on functionality and visual appeal
- Optimize website performance across various devices and browsers

Admin Assistant Intern - Makati Internship Program, Makati City August 2024 - October 2024

- Assisted the administrative team with various tasks, including responding to student inquiries and managing correspondence
- Maintained organized filing systems to ensure efficient record-keeping
- Gained insights into daily office operations and contributed to a positive, productive work environment

EDUCATION

University of Makati August 2025

Bachelor of Science in Information Technology (Information and Network Security Elective Track)

STI College Pasay-Edsa March 2020

Technical-Vocational-Livelihood Track (IT in Mobile Application and Web Development)

CERTIFICATIONS

Mastering Techniques: Unlocking Success in Your Software Development Process January 2025

Seminar and Workshop in Cybersecurity — Erovoutika Robo2lution October 2023

Inspiring a Safe and Secure Cyber World (Network Security) - Coursera