

ANGELA VIER E. DONCILLO

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ABOUT ME

I am a Fresh graduate of BS Information Technology at the University of Eastern Philippines. A motivated and easy-going individual who is constantly seeking new experiences and opportunities to learn and grow. Detail oriented with a strong willingness to develop skills and contribute meaningfully in team environments.

INTERNSHIP

DTR producer, ICT Maintenance, MIS OFFICE UEP

February 2025 - Present

- Produced and distributed Daily Time Records (DTRs) for office personnel Assisted in the maintenance and troubleshooting of ICT equipment to ensure optimal functionality
- Organized and updated office data and documentation to improve accessibility and efficiency

SKILLS

- Have basic knowledge in Photoshop and Canva
- Basic knowledge in HTML CSS
- Microsoft Office
- Basic Technical support
- Communication Skills

INTERESTS

I have passion and beginner-level experience with Photoshop, Canva, HTML, and CSS. I also have a good understanding of basic technical support and strong communication skills. I am also deeply interested in learning new things to continue improve my skills.



EDUCATION

University of Eastern Philippines Main Campus

Bachelor of Science in Information
Technology

2021 - Present

Graduating Student

Saint Francis College

Humanities and Social Sciences
2019 -2021

Allen National High School

Junior High School
2020 - 2023

Allen Central Elementary School

Elementary
2013

LANGUAGE

- English
- Filipino