

ARIEL FORTALISA

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<https://ariel-fortalisa.github.io/Portfolio/>

ABOUT ME

I am a recent graduate with a Bachelor of Science in Information Technology from Cavite State University - Carmona Campus. I am eager to develop my skills further and gain hands-on experience. I am excited to contribute to your company's success while learning and growing professionally.

WORK EXPERIENCE

Manila Southwoods Golf and Country Club

March 2024 - June 2024

On-the-Job Training

- **Customer Support**

Responding to customer inquiries via email and Viber requires prompt, clear, and professional communication.

- **Data Entry**

Involves inputting and organizing information in tools like Excel, Google Sheets, or a Customer Information System (CIS) that the company uses for accurate and efficient management.

- **Tabulating Data**

Organizing employee meal stubs in Excel helps analyze and compare data, ensuring the totals balance with the allocated budget.

EDUCATION

- **Cavite State University - Carmona**

Bachelor of Science in Information Technology
2019 - 2024

- **Southville 5-A Integrated National High School**

Information and communication technologies
2018 - 2019

- **Southville 5-A National High School**

Biñan City, Laguna
2016 - 2017

- **Southville 5-A Elementary School**

Biñan City, Laguna
2012 - 2013

SKILLS

- Computer Literate
- Web Design
- Attention to Detail
- Time Management
- Critical Thinking
- Data Analysis
- Communication Skills
- Knowledgeable in MS Excel, PowerPoint and Word

PROJECTS DEVELOP

- **Research: Online Ordering Web Application for Romanteaco Milk Tea Shop**

This capstone system simplifies the ordering process for milk tea shops, handling transactions, automating inventory management, and tracking overall sales. It also improves efficiency by reducing manual tasks and ensuring accurate data management.

- **Project: Web-Based Sales Monitoring and Inventory System for Jack Sizzling Avenue**

A Web-Based Sales Monitoring and Inventory System was developed as freelance developer that integrated digital sales transactions to ensure smooth and error-free processing. All transactions were systematically logged and recorded within the system for accurate and reliable tracking.