



# BERNADETTE IRINCO



09197748892



irincobernadette910@gmail.com



Purok 6, Langka st. Brgy. Cupang Antipolo city

## EXPERIENCE

### **OJT PUP I.C.T.O | Mar - May 2024**

- Handle confidential information and documents with discretion and maintain their proper organization
- Costumer service for PUP SINTA at front desk

## TECHNICAL SKILLS

- Microsoft Office (MS Word, Excel, Powerpoint)
- Basic coding (Java, C++, C language)

## PERSONAL SKILLS

- Excellent written and verbal communication skills
- Highly organized and efficient
- Ability to work independently and as part of a team

## EDUCATION

### **ICCT COLLEGES**

Second year college BSIT - Present

**Polytechnic University of the Philippines** Senior High School TVL-ICT  
2022- 2024

## ACHIEVEMENTS

Polytechnic University of the Philippines

- With Honor, Grade 12 - S.Y. 2023-2024
- With High Honor, Grade 11 - S.Y. 2022-2023

## REFERENCES

- Emmalyn Atencio  
(Administrative officer II in PUP I.C.T.O) 09431323754
- Azalea Jacobe Bien (Professor in PUP) 09672333859