

# RENZ AMANTE

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## SUMMARY

Dedicated IT student with hands-on experience in providing valuable support to technical and administrative projects. Known for a strong attention to detail, with a proven ability to handle complex tasks efficiently and uphold confidentiality. Equipped with solid organizational skills and effective communication to manage workflows smoothly, contribute to collaborative projects, and enhance overall productivity.

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## WORK EXPERIENCE

### Student Assistant, University of Makati

Jan 2023 - Present

- Performed basic office tasks and provided support to faculty as needed to ensure smooth office operations.
- Assisted in data entry and maintained organized records, ensuring data accuracy and accessibility.
- Act as liaison and completed various administrative tasks to support daily department operations.

### Work Immersion in Cable Television Network, Inc.

Jan 2018 - 2019

- Provided administrative support to a team of 10+ employees at Cable Television Network, Inc., handling tasks such as data entry and organizing paperwork.
  - Collaborated with other students to assist in onboarding new employees by preparing orientation materials and ensuring adherence to company protocols.
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## EDUCATION

### Bachelor of Science in Information Technology

June 2021 - Present

University of Makati

- Major in Information and Network Security.
- Dean Lister

### Science, Technology, Engineering, and Mathematics

June 2017 - Dec 2019

Northern Quezon College Inc

- Final GWA: 91.2%
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## KEY SKILLS

- Expertise in Cisco Packet Tracer
- Background in Server administration skills
- Programming for both back office and front office
- Strong data entry skills
- Excellent organizational and time management abilities
- Strong problem-solving skills
- High attention to detail
- Effective corporate communications