



MARC RAYVEN G. PONCE

ABOUT ME

A college graduate seeking an opportunity to be part of a reputed company. Gaining a lot of knowledge and experience through studying and internships, I have acquired the essential skills to excel and be competent in organizational settings. I am keen to continue expanding my knowledge and skills while contributing to the company's growth. My goal is to become a productive and accountable team member, driven by passion and diligence.

CONTACT

0929-644-1504

rayvenponce@gmail.com

mrp-portfolio-kappa.vercel.app

REFERENCES

Mr. Chinry Habig
Citibank - Onboarding Analyst
09267556610

Mr. Ronald Cagampan
SVNHS BEIS LIS Coordinator
09475769294

Ms. Julie Ann Morano
SVNHS - JSH - Mathematics Teacher
09272559353

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WORK EXPERIENCE

IT

City Government of Taguig - DPWH Health Center January 2024 - Present

- System Management
- File Management
- Encoding patient's data in CHITS system
- Register patients in E-Konsulta system by PhilHealth
- Troubleshooting (Hardware and Software)

Digital Animator

(Intern)

Fun E-Learning Corporation - Makati

February 2023 to April 2023

- Digital animation
- Video Editing
- Photo Editing

(Intern)

Senior High School Pre-Service Teacher

Signal Village National High School - Taguig

Sept 2022 to Jan 2023

- Teaching Web Development using HTML, CSS, and PHP
- Creating Lesson Plan and PowerPoint Presentation

Human Resources - Recruitment Department

(Intern)

Concentrix - Makati

April 2019 to May 2019

- Pre-employment
- Sorting of Files
- 201 Filing
- Endorsement of Folders
- Encoding, Validating, and Tracking

EDUCATION

Bachelor of Technical Vocational Teacher Education major in ICT - Computer Programming

Technological University of the Philippines - Taguig

Aug 2019 - Nov 2023

- Cum Laude
- President's Lister
- Dean's Lister

Information and Communication Technology

Signal Village National High School - Taguig

2017 - 2019

- With Honor

Junior High School

Signal Village National High School - Taguig

2013 - 2017

Elementary

EM's Signal Village Elementary School - Taguig

2007 - 2013

COMPETENCIES

- Computer Literate, Proficient at Microsoft Office (Word, Excel, PowerPoint)
- Web Developing
- Web Designing
- Knowledgeable in using HTML, CSS, and average in using JavaScript, React, MySQL, PHP, and C++
- Video Editing using Filmora and PowerDirector
- Photo Editing using PicsArt and Canva

CERTIFICATE

Civil Service Eligibility for Honor Graduate

April 22, 2024