

Daniel S. Miranda

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Profile

Motivated and driven 2023 student pursuing a degree in Software Engineering at Centennial College. Eager to apply academic knowledge and gain hands-on experience in a dynamic and challenging environment. Seeking opportunities to contribute to the success of an organization while developing essential skills for future professional endeavors.

Skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) for creating and editing documents, spreadsheets, presentations, and managing email communication. Team player, and respects colleagues and co-workers
- Experienced in using collaboration tools (e.g., Microsoft Teams, Slack) to facilitate communication and collaboration among team members within the organization. transactions with strong attention to detail.
- Detail-oriented and capable of proofreading documents, reports, and correspondence to ensure accuracy, grammar, and adherence to company standards.

BARISTA | TIM HORTONS

SEP '22 TO MAY '23

- Take customer orders and make recommendations based on their preferences.
- Ensure all ingredients are fresh and properly stored.
- Prepare and serve a variety of hot and cold beverages, including coffee, tea, and specialty drinks.
- Handle cash and credit transactions, including making changes and operating a cash register.
- Work effectively as part of a team, communicating and collaborating with other staff members to ensure excellent customer service.

ENGINEERING COORDINATOR | DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

JAN '20 TO SEP '22

- Assisted in the preparation of project plans, specifications, and cost estimates for various infrastructure development projects in accordance with DPWH standards and guidelines.
- Conducted field surveys, inspections, and assessments to gather data and ensure compliance with engineering standards, codes, and regulations.
- Prepared technical reports, progress updates, and documentation for project records, ensuring accuracy and completeness.
- Collaborated with cross-functional teams, including engineers, architects, contractors, and government agencies, to ensure effective communication and coordination throughout project execution.
- Managed project documentation, including records, contracts, and correspondence, ensuring proper filing, organization, and retrieval in accordance with DPWH record-keeping protocols.

ADMINISTRATIVE ASSISTANT | DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

AUG '18 TO DEC '20

- Managed and maintained executives' calendars, scheduling appointments, meetings, and travel arrangements with efficiency and accuracy.
- Created and formatted professional documents, reports, and presentations using Microsoft Word, Excel, and PowerPoint, resulting in clear and visually appealing deliverables.
- Collaborated with colleagues on shared documents and files using document management systems like SharePoint or Google Drive, facilitating seamless collaboration and document version control.
- Prepared and edited official correspondence, reports, and presentations, ensuring accuracy, clarity, and adherence to DPWH guidelines and formatting standards.
- Managed and organized office files, records, and documents, ensuring proper indexing, storage, and retrieval in compliance with DPWH record-keeping protocols.

EDUCATION

- Associate of Applied Science Software Engineering Technician | Centennial College | SEP'22-CURRENT
- Bachelor of science in computer Engineering | Philippines | AUG19-SEP'22

REFERENCE UPON REQUEST