



PINEDA, DAPHNE LAUREN M.

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<https://daphhhh.github.io/portfolio-website/>

My goal is to apply and expand my knowledge, become adept in a fast-paced working environment, and gain experience while enhancing my skills through trainings and seminars. I aim to secure a job position where I can effectively utilize my abilities.

WORK EXPERIENCE

Part-time Note-Taking

2024 - Present

- Transcribed and organized data related to consumer products and political figures using MS Excel.
- Processed and sorted data from audio and video recordings to assist with research.
- Maintained strict confidentiality of sensitive data and internal information.

Part-time Data Entry

2022 - Present

- Updating personnel data through Adaptive.
- Assisted in completing PhilHealth Er2 form for Employee Registration
- Assisted in various tasks involving MS Excel and Google Sheets.
 - VLOOKUP and Pivot Table

SKILLS AND COMPETENCIES

- **Programming Languages:** Python, HTML, CSS, basic JavaScript
- **Web Development:** Web design, front-end development, responsive design
- **Networking:** Basic understanding of networking concepts such as IPv6, network layer protocols, CISCO routers and switches.
- **Tools & Technologies:** MS Office Suite, Google Workspace, Canva, Visual Studio Code, AutoCAD
- **Communication:** Strong written and verbal skills in English and Filipino
- **Soft Skills:** Planning, Organizational, Attention to Detail, Problem-solving, Time Management, and a Great Team Player.

EDUCATIONAL BACKGROUND

- **Polytechnic University of the Philippines (Main Campus)** S.Y. 2023 - Present
Bachelor of Science in Computer Engineering
- **Metro Manila College** S.Y. 2021 - 2023
Science, Technology, Engineering, and Mathematics
- **Llano High School** S.Y. 2020 - 2021
- **Guardian Angel School Inc.** S.Y. 2012 - 2020
- **Ina ng Buhay Catholic School Inc.** S.Y. 2010 - 2012
- **Binhi Daycare** S.Y. 2008 – 2010

CERTIFICATIONS

- **CISCO Networking Academy**
 - Network Addressing and Basic Troubleshooting Course (May 2025)
- **Department of Information and Communications Technology**
 - DICT-ICT018: Basic Level of Software Engineering (March 2024)
 - DICT-ICT014: Basic Level of Cloud Computing (March 2024)
 - DICT-ICT015: Intermediate Level of Cloud Computing (April 2024)
- **Fortinet Training Institute**
 - FCF - Introduction to the Threat Landscapes 2.0 Self-Paced (June 2024)

CHARACTER REFERENCE

- **Ms. Jessil B. Antipas**
STI College
College Instructor
09676882790
- **Ms. Giselle D. Lobo, LPT**
DENR – Forest Management Bureau
DMO

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge.


DAPHNE LAUREN M. PINEDA