DAPHNE LAUREN M. PINEDA

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Contact No: 0968 541 9533
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Portfolio: https://daphhhh.github.io/portfolio-website/

PROFESSIONAL SUMMARY

Motivated Computer Engineering student with hands-on experience in data entry, note-taking, and basic web development. Eager to grow in a fast-paced environment by leveraging both technical and soft skills.

EDUCATION

Polytechnic University of the Philippines | 2023 – Present
BS Computer Engineering
Metro Manila College | 2021 – 2023
STEM Strand

EXPERIENCE

Part-time Note-Taker | 2024 - Present

- Transcribed and organized data from audio/video recordings
- Managed data related to consumer products and political figures using Excel
- Ensured confidentiality of sensitive information

Part-time Data Entry | 2022 - Present

- Updated employee data using Adaptive systems
- Assisted with PhilHealth ER2 registration
- Used VLOOKUP and Pivot Tables in Excel/Google Sheets

SKILLS

Technical Skills:

- Python, HTML, CSS, basic JavaScript
- Responsive Web Design, Front-End Development
- Basic Networking (IPv6, Cisco Devices)
- MS Office, Google Workspace, Canva, VS Code, AutoCAD

Soft Skills:

- Attention to Detail, Organization, Time Management
- Problem-Solving, Team Collaboration
- Strong English & Filipino Communication

CERTIFICATIONS

- Cisco – Network Addressing & Basic Troubleshooting (May 2025)
- DICT – Basic Software Engineering, Basic & Intermediate Cloud Computing (2024)
- Fortinet – Introduction to Threat Landscapes 2.0 (June 2024)

REFERENCES

Ms. Jessil B. Antipas
College Instructor
STI College
09676882790

Ms. Giselle D. Lobo
DMO
DENR – Forest Management Bureau
09163705914