

KURT LAUREN DELOS REYES DE LEON

IT INTERN

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SUMMARY

A passion-driven student from BS Information Technology who excels in the general field of IT and can type out documents with efficiency. Known for great communication skills, adaptable, and can work under pressure. Equipped with vast knowledge in documentation, data analysis, UI/UX design. Familiar with basic concepts of web development, programming, and core IT concepts, together with hands-on experience in data management. Looking to gain practical exposure and contribute meaningfully while continuing to develop professionally.

PROFESSIONAL EXPERIENCE

Internship Duty, Office of the University Registrar (PLV) **July 2024 - August 2024**

- Assisted in enrolling the students for Academic Year 2024 - 2025, contributing 15% workload to the staff.
- Oversaw enrollment analytics every end of the day, increasing work efficiency for the staff by 15%.

Data Encoder, Malanday Public Library **January 2023 - June 2023**

- Piloted an Excel ledger of book details for opening preparation, speeding up preparation by 30%.
- Assisted with the preparation for the official opening of the library.

PROJECTS

Sitero Compass **August 2024 - Present**

Documentation Lead, Pamantasan ng Lungsod ng Valenzuela

- An ongoing capstone project focused on the development of a campus engagement and information system for a public national high school in Valenzuela City.
- Digitalization of traditional reporting in the aspect of facility statuses, grievances, and lost and found management.
- Key role: Documented the entirety of the project from planning to development. Possesses a standard research manuscript that explains the system's purpose and technicalities.

EasyTickIT **February 2025 - May 2025**

Project Manager/System Analyst, Pamantasan ng Lungsod ng Valenzuela

- Development of a QR-based ticketing system aimed to reduce paper usage in event admissions.
- A digital catalogue of all events, with a reservation system for users who want to attend an upcoming event.
- Key role: Headed the conceptualization and initial drafting of the website, managed groupwork to be distributed equally, handled the entirety of the documentation, and assisted with other tasks that enhanced system development.

PLV ORG

October 2024 - December 2024

Leader, Pamantasan ng Lungsod ng Valenzuela

- A digital catalogue of all existing organizations, both academic and non-academic, designed to enlighten all students, mostly freshmen, the existence of different organizations within the school.
- Key role: Led system conceptualization, task delegation, and created the entire manuscript for proper documentation of system development.

Basket Champs August 2024 - December 2024

Scrum Master, Pamantasan ng Lungsod ng Valenzuela

- Conversion of a traditional basketball game into a tabletop game while keeping the technicalities without compromising the fun of the actual game.
- Key role: Handled daily team meetings for daily updates of the delegated tasks for every member to be aware of the current progress, contributed to game conceptualization and documentation.

EDUCATION

Bachelor in Science in Information Technology August 2022 - Present

Pamantasan ng Lungsod ng Valenzuela

- Studies General Knowledge in the field of Information Technology.
- Ongoing Capstone regarding Campus Engagement and Information System.
- Practiced hands-on activities on web development, programming, and other IT concepts.
- Enhanced skills in data analysis, documentation, and UI/UX design, while improving critical thinking, logical reasoning, leadership, responsibility, and cooperativeness.

Science, Technology, Engineering, and Mathematics (STEM) Strand October 2020 - June 2022

Pamantasan ng Lungsod ng Valenzuela

- Graduated with Honors under STEM Strand.
- Practiced minor IT concepts such as web development and UI/UX designing, while excelling the fundamentals of science, research, mathematics, and english.
- Improved relevant skills such as typing speed, document analysis, and document creation.

Junior High School June 2016 - April 2020

General Tiburcio De Leon National High School

- Graduated with Honors.
- Practiced graphic designing using Adobe Photoshop, Adobe Illustrator, and CorelDRAW, and simple web development using HTML and CSS4.
- Enhanced relevant skills in cooperation, critical thinking, and accountability.
- Took an interest in document management.

TECHNICAL SKILLS

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|-------------------------|-------------------------|--------------------------------------|
| • Data Analysis | • UI/UX Design | • MS Excel/Google Sheets Proficiency |
| • Documentation | • Typing Speed (98 WPM) | • MS Word/Google Docs Proficiency |
| • Basic Web Development | | |

SOFT SKILLS

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| • Cooperative | • Critical Thinking | • Leadership |
| • Responsible | • Logical Reasoning | • Great Communication |
| • Accountable | • Work Under Pressure | • Goal-oriented |
| • Adaptable | | |

SEMINARS ATTENDED

2025 CEIT Research Seminar February 8, 2025

Pamantasan ng Lungsod ng Valenzuela

Deep Impact: The Impact of AI to the Future of Web Development April 25, 2025

Pamantasan ng Lungsod ng Valenzuela

That IT Thing Called Multimedia April 25, 2025

Pamantasan ng Lungsod ng Valenzuela

Beyond the clouds: Unlocking Limitless Potential Through Comprehensive Cloud Computing Strategies April 24, 2025

Pamantasan ng Lungsod ng Valenzuela

EnGamed: Game Development - Introduction to Game Engines <i>Pamantasan ng Lungsod ng Valenzuela</i>	April 24, 2025
Unlocking Innovation Navigating Digital Transformation in Today's Landscape <i>Pamantasan ng Lungsod ng Valenzuela</i>	April 20, 2025
IT Developer Life Hacks: Working SMART as a Computer Programmer <i>Pamantasan ng Lungsod ng Valenzuela</i>	April 20, 2025
Fortifying the Future: Navigating the Landscape of Cybersecurity Essentials <i>Pamantasan ng Lungsod ng Valenzuela</i>	April 20, 2025

REFERENCES

KENMAR C. BERNARDINO

Department Chairperson, *Pamantasan ng Lungsod ng Valenzuela*
ceit.bernardino@gmail.com

MARK DELA CRUZ

SK Councilor, *Malanday Public Library*
Kabataan Center, I. Marcelo Street, Valenzuela City