



Diether D. De Luna

CONTACT

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PORTFOLIO

www.dietherdeluna.vercel.app

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SKILLS

- Proficient in: MS Word, MS PowerPoint, and MS Excel
- Good Coordination and Multitasking
- Goal Oriented
- Problem Solving
- Fast Learner

Design & Programming

- Proficient in use of **Html**, **CSS**, and **JavaScript**.
- Experience with graphic design software such as **Adobe XD** and **Figma**.
- Frameworks such as **Bootstrap** and **Tailwind CSS**.
- Solid knowledge of programming languages and tech stacks with **Php**, **React.js**, **MySQL**

EDUCATION

BS in Information Technology

Laguna State Polytechnic University

Santa Cruz, Laguna

2019 – 2023

Information and Communication Technology (Senior High)

AMA Computer College

Santa Cruz, Laguna

2017 – 2019

CAREER OBJECTIVE

Seeking a challenging opportunity where I may broaden my skills, learnings, and knowledge in designing and developing responsive websites. Obtain a responsible career path that will allow me to make the most of my education and experience while significantly contributing to the organization's growth. Adept at working in teams to create high-quality websites and spot opportunities to improve user experience.

WORK EXPERIENCE

JOLLIBEE - Santa Cruz Laguna | **Service Crew**

06/2019 – 09/2019

- Take orders from customers and present them as requested
- Serve fresh hot food in a timely manner
- Get tables cleaned once customers are through with their dining
- Provide helpful answers to queries or questions proffered by customers

LSPU SUPPLY OFFICE – Santa Cruz Laguna | **Supply Chain Assistant**

02/2023 – 06/2023

- Worked with procurement to create timely, precise production plans, ensuring that office supply operations proceeded as planned
- Maintained material inventories to achieve production schedules
- Expedited deliveries, verifying shipping estimates to support timely delivery of customer orders.
- Documents were produced and photocopied on behalf of the office personnel.
- Sourced vendors for supply, office equipment and facilities maintenance needs.
- Performed a one-time cleansing of the LSPU offices and college departments
- Maintained and updated the record of the office equipment properties.

CHARACTER REFERENCES

- **ARMAN PORCA** | Brgy. Justice
Brgy. Gatid, Santa Cruz Laguna
+63 (921) 400 7559
- **ROMMEL AVERILLA** | Former Teacher
Pagsawitan, Laguna
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