



# GEMMA U. MELO

COMPUTER SCIENCE

## CONTACT

 **Phone:**

(+63) 946-645-9019

 **Email Address:**

gemmamel0412@gmail.com

 **Address:**

Baucan Sur, Balilihan, Bohol

 **Website**

[https://g-milo.github.io/Curriculum\\_Vitae/](https://g-milo.github.io/Curriculum_Vitae/)

## SOFT SKILLS

- Teamwork
- Time Management
- Leadership
- Communication
- Critical Thinking

## TECH SKILLS

- Entry-level programming skill in PHP, HTML & CSS, and Python
- MySQL
- Troubleshooting
- System Administration
- Networking
- Skilled in Microsoft Office and Data Management tools

## LANGUAGES

- English
- Tagalog
- Bisaya



## PROFILE

Motivated and detail-oriented professional with leadership abilities. Committed to enhancing my skills and contributing effectively to your company's success. Looking for opportunities to collaborate with experienced professionals, learn industry best practices, and drive innovation.



## EDUCATION

- |  |           |
|--|-----------|
| <b>Bachelor of Computer Science</b>                  | 2020-2024 |
| Bohol Island State University - Balilihan Campus     |           |
| <b>(Senior High) Major in Cookery, FBS &amp; BPP</b> | 2018-2020 |
| Cambagui-Calinginan Norte National High School       |           |



## TRAININGS AND CERTIFICATES

- |  |                   |
|--|-------------------|
| <b>Computer System Servicing NC II</b> | DECEMBER 19, 2024 |
| SBR TETCI                              |                   |
| <b>Google IT Support</b>               | NOVEMBER 19, 2024 |
| Coursera                               |                   |
| <b>Google Cybersecurity</b>            | DECEMBER 22, 2024 |
| Coursera                               |                   |
| <b>Python Programming Essentials</b>   | NOVEMBER 25, 2022 |
| DICT Bohol Provincial Tech4Ed Center   |                   |



## EXPERIENCE

- |  |                         |
|--|-------------------------|
| <b>Internship: Zionlab IT Consultancy</b>  | JUNE 19 - JULY 31, 2023 |
| Guiwanon, Bacayon, Bohol   |                         |
| <ul style="list-style-type: none"><li>• We were introduced to designing and creating websites using Bootstrap, HTML, and CSS for the frontend. On the server side, we used PHP with the Laravel framework, and MySQL for the database.</li></ul> |                         |