



# GRACE B. PAREDES

BS COMPUTER ENGINEER

## CONTACT

- ☎ +639-928-230-397
- ✉ hrace102304@gmail.com
- 📍 Sta. Clara General Trias, Cavite

## EDUCATION

2022-2026  
SAMUEL CHRISTIAN COLLEGE  
OF GENERAL TRIAS INC.

- BS Computer Engineering

2020-2022  
SAMUEL CHRISTIAN COLLEGE

- Senior High School
- With Honors

## SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

## PROFILE

Detail-oriented and passionate Computer Engineering graduate from General Trias, Cavite, with a strong commitment to enhancing technology's reliability for future generations. Skilled in problem-solving, system optimization, and innovative technological solutions. Dedicated to leveraging engineering principles and emerging technologies to create efficient and dependable systems.

## WORK EXPERIENCE

Samuel Christian College of  
General Trias Inc.

2022 - PRESENT

Student Assistant

- Provided administrative and technical support to faculty and staff, ensuring smooth daily operations.
- Assisted in managing documents, organizing records, and responding to inquiries from students and visitors.
- Developed strong multitasking skills by handling clerical tasks while maintaining a focus on academic responsibilities.
- Gained experience in troubleshooting basic IT issues, improving efficiency in the workplace.
- Strengthened problem-solving, communication, and time management skills in a fast-paced environment.

## REFERENCE

Mikyla G. Merano

Flight Attendant

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