

# Ivann James M. Paradero

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## EDUCATION

### Cebu Institute of Technology – University

Bachelor of Science in Computer Science

Cebu City, Philippines | 2023 – Present

### Science and Technology Education Center

WITH HONORS - 92 GWA - Senior High School

Accounting Business Management Strand

Lapu-Lapu City, Philippines | 2021 – 2023

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## SKILLS

**Customer Service & Interpersonal Skills:** Friendly, approachable, and experienced in assisting customers and handling inquiries efficiently.

**Teamwork & Adaptability:** Able to collaborate effectively in fast-paced environments and adjust quickly to new challenges.

**Organization & Time Management:** Skilled in managing multiple tasks and maintaining efficiency under pressure.

**Creativity & Presentation:** Strong eye for visual design and presentation, useful in preparing café displays and beverages.

**Technical Tools (Basic Use):** Microsoft 365, Google Workspace, Canva, and CapCut for creative tasks

**Soft Skills:** Hardworking, adaptable, fast learner, leadership, teamwork, organization

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## WORK EXPERIENCE

### Lear Corporation (Manufacturing) – Work Immersion

Lapu-Lapu City, Philippines | 2023

- Assisted in clerical and organizational tasks while supporting administrative processes.
  - Gained hands-on experience in maintaining professionalism and delivering quality service.
  - Developed adaptability, teamwork, and customer service skills through interaction with staff and supervisors.
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## LEADERSHIP AND ACTIVITIES

### CIT-U SSG Commission on Elections (COMELEC)

- Technical Head (2025 – Present), Assistant Technical Head (2024 – 2025)**
  - Provided technical support during Miting de Avance, including managing presentations.
  - Designed and implemented election-related forms for efficiency.
  - Assisted in setting up IT equipment for debates and meetings.
  - Supported troubleshooting during live election events.

### STEC HUB

- Assistant Website Head**

- Enhanced Google Site design and functionality to provide a better user experience and improved accessibility for students and faculty.
  - Improved Google Forms workflow for order processing.
  - Redesigned the overall UI of the Google Site to create a more user-friendly and visually appealing interface.
  - Managed and updated Google Site and Forms for accuracy and smooth operation.

## **Media Arts and Technology Club STEC-SHS**

- **Auditor**

- Managed financial records and ensured transparency in club transactions.
- Assisted in planning and budgeting for events and activities.
- Collaborated with officers to support smooth operations and accountability within the organization.