

# Kaye G. Mondejar

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## EXPERIENCE

**PROJECT MANAGER** January - April 2024

*iReply Back Office Services Inc. (Internship)*

- Led my OJT team at iReply Back Office Services in managing software development tasks, reporting progress to supervisors, and utilizing tools like Trello, Notion, and Excel to ensure efficient project execution.

**BUDGET AND FINANCE HEAD** August 2024 – January 2025

*Information Technology Society*

- Managed the club’s budgeting and financial planning processes, implementing cost-effective strategies to maximize resource utilization and support successful events and initiatives.

**DOCUMENTATION SPECIALIST** September 2022- June 2023

*USLS ISACA STUDENT GROUP*

- I helped develop and implement documentation standards to ensure consistency and clarity across all club communications and materials.
- Supported the planning and execution of club events by preparing necessary documents, schedules, and logistics.

## EDUCATION

**University of St. La Salle** July 2025

*BS Information Technology with a concentration on Web and Mobile Application Development*

**Gil Montilla National High School** July 2021

*Science Technology Engineering and Mathematics*

## ACCOMPLISHMENT AND CERTIFICATION

**Project Management Methodologies: Agile, Scrum, and PMP** April 2025

*Udemy*

**Financial Literacy** March 2025

*Udemy*

**Excel for Data Analytics** February 2025

*YouTube*

**SQL for Data Analytics** February 2025

*YouTube*

**DICT Philippine Startup Challenge 8 – Top 12 Regional Finalists** October 2023

*Department of Information and Communications Technology Region 6*

- Project Manager - Led our student startup team in the DICT Philippine Startup Challenge by managing timelines, delegating tasks, and conducting market research and evaluator interviews to prepare a strategic pitch.

**Exploring Success in IT Certificate** September 2022

*USLS ISACA STUDENT GROUP Professional Conference*

- I was able to gain valuable insights into industry best practices, emerging technologies, and effective strategies for advancing my career in the IT field.

## SKILLS

### Hard Skills

- **Data Entry** - Skilled in accurate data input, organization, and validation using MS Excel, Google Sheets, and Notion
- **Data Analytics** - Proficient in Power BI, Excel, and Python
- **Project Management** - Experienced in planning and leading projects using Notion, Excel, Slack, and collaborative tools
- **Computer Literacy** - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and general computer operations.
- **Networking Fundamentals** - Basic knowledge of Packet Tracer and cable setup

### Soft Skills

- **Communication** - Experienced in presenting budgets and coordinating with teams and clients.
- **Leadership** - Led teams as Head Commissioner and Project Manager in software development.
- **Teamwork** - Resolved budget issues and project challenges efficiently.
- **Time management** - Balanced leadership roles, academics, and project deadlines.
- **Adaptability** - Adjusted quickly to changes in project scope and organizational needs.
- **Decision-Making** - Made sound choices in budget planning and team task delegation.

## REFERENCES

**Mr. Dave Marcellana** – *Software QA Engineer*

iReply Back Office Services Inc.

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