

LUIS SEBASTIAN M. DEL ROSARIO

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ABOUT ME

With a proven track record of effectively managing teams with 15+ people and projects, **I thrive in roles that require strong leadership and communication skills.** As an experienced executive assistant to the founder and CTE of a HR consulting firm, I have honed my ability to multitask, prioritize, and deliver exceptional results under pressure. My background as a former student council president also underscores my natural inclination towards leadership and organizational excellence. I'm eager to leverage my skills and experience to contribute to dynamic teams and drive impactful outcomes in the tech and development sector.

KEY COMPETENCIES

Leadership and Management	Report writing and presenting	Strong interpersonal skills
Excellent Communication Skills	Analytical and Critical thinking skills	Problem-Solving Skills
Exceptional Organizational Skills	Python, JavaScript, HTML	Data-driven Strategic Planning

PROFESSIONAL EXPERIENCE

EXECUTIVE ASSISTANT

September 2023 - Present

Riego de Dios Consulting

As an Executive Assistant to the founder and CEO of a HR consulting firm, I efficiently managed the administrative tasks, executive's schedule, coordinated meetings, and handled confidential correspondence, ensuring seamless operations. Additionally, I played a pivotal role in streamlining internal processes, contributing to improved productivity and company performance.

WEBSITE DEVELOPER

August 2023 - Present

Riego de Dios Consulting

I designed and maintained the company's website, incorporating user-friendly interfaces and responsive design elements to enhance user experience. I developed custom web applications and tools to improve efficiency and data management within our consulting company.

SYSTEM ANALYST

July 2023 - September 2023

Pixel8 Web Solutions & Consultancy Inc.

I conducted thorough analysis of client requirements, and designing creating front-end projects using Figma. I also assisted in the implementation of the company software systems, optimizing performance and enhancing client satisfaction with our solutions.

EDUCATION & CERTIFICATIONS

BS Computer Science (2020-2024)

Cavite State University - Main Campus

Science, Technology, Engineering, and Mathematics Strand (2018 - 2020)

Saint Augustine School - SHS Tanza, Cavite

LEADERSHIP / EXTRACURRICULAR

President (2022-2023)

College of Engineering and Information Technology
Student Council - CvSU Main Campus

Secretary General (2022 - 2023)

Central Student Government - CvSU Main Campus