MARY JANE RUBIO DELA CRUZ

Education Student major in ICT.
I consider myself a responsible, organized, and hard-working person. I am flexible and willing to learn from my work experience. I'm looking forward to learning from and collaborating with other professionals.

CONTACT

- ✉ mjrdlcrz@gmail.com
- ☎ +932-382-9781
- ⚲ blk 5 lot 31 Marilao Grand Villas.,Marilao Bulacan

SOFTWARE SKILLS

- MS Word
- MS PowerPoint
- Figma
- Clip Studio Paint
- Visual Studio Paint

PROGRAMMING SKILLS

- HTML
- CSS
- GITHUB
- JAVASCRIPT

REFERENCE

Maryll Dela Cruz
CIMB , Senior Officer
+977-364-1481
Marylldlcrz@gmail.com

RELEVANT EXPERIENCE

Municipal of Marilao
Cooperative Office (Work Immersion) | 2018 - 2019

- Updating records and Organizing (soft copy and hard copy)
- Front desk for Client claiming their receipt
- Answering office telephone call

Jose Abad Santos High School
TLE Department (Student Teacher) | Dec 2022- June 2023

- Handling Classes of TLE Grade 9 and Grade 10(ICT and Electronics)
- Classroom designing
- Student recording and computing

EDUCATION BACKGROUND

Elementary - Loma De Gato Elementary School | 2007 - 2013

High School - Prenza National High School | 2013 - 2019

- **Awards :** With Honor

College - Polytechnic University of the Philippines | 2019 - 2023

- Bachelor of Business Technology and livelihood Education major in Information and Communication Technology
- **Relevant Coursework :** Web Creation (HTML, CSS, JAVASCRIPT)
- **Awards :** President Lister

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TRAINING AND SEMINAR ATTENDED

Webinar on Inclusive Education - July 17, 2021

- PUP Open University - Doctor in Education Management Society

Unlocking the Art of Web Design : Unleash your Creative Potential with Figmap - August 3, 2022

- Polytechnic University of the Philippines - College of Education

Becoming an Effective Teacher : Essential Skills and Strategies for Student Teachers - May 24, 2023

- Jose Abad Santos High School - TLE - Technology Education
- Intervention Program for Practice Teachers

ADDITIONAL COURSES :

Print and Digital Elements of Design : Branding and User Experience - February 16, 2021

- University of Colorado Boulder - Coursera