

Merie Joy P. Bigalbal

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Summary

A recent Bachelor of Science in Information Technology graduate who is skilled in Java, HTML, PHP, and CSS. Knowledgeable in Microsoft Office suites, NetBeans, Canva, SQL, and WordPress. Excellent leadership and communication abilities supported by background in document processing, multimedia facilitation, and data encoding. Demonstrated teamwork through volunteer work at the Church of the Nazarene in Capipisa and an internship at the Networld Hotel Spa and Casino. Passionate about web design and photo editing. Graduated in April 2024 with honors in excellent Latin.

Experience

Local Church Minister | Church of the Nazarene - Capipisa

October 2023 to April 2024

- Studied and analyzed specific parts of the bible.
- Wrote preaching manuscripts.
- Spoke to large crowd in purpose of discipleship and preaching.
- Performed leadership trainings especially to the youth member of the church.

Secretary | Church of the Nazarene - Capipisa

October 2021 to April 2024

- Checked and monitored church attendance and member growth in numbers.
- Written and submitted necessary letters and documents needed by the church officials.
- Reminded the church officials of up-to-date schedules and announcements.
- Posted announcements that are necessary for the church bulletin board.
- Manage church social media pages and posted promotional materials.

Student Intern | Networld Hotel, Spa and Casino

October 2023 to January 2024

- Assigned and deployed to Purchasing and Cost Control department.
- Practiced data encoding and analysis of food costing.
- Prepared simple document of department reports.
- Gathered essential signatories from different company supervisors.
- Created basic Excel formats for documentation purposes.

Education

Cavite State University - Naic

2024

Bachelor of Science in Information Technology (Cum Laude)

Bucana Malaki, Naic, Cavite

Granby Colleges of Science and Technology

2019

TVL: Information and Communication Technologies

Ibayo Silangan, Naic, Cavite

Skills & abilities

- Organizational Skills
- Problem solving
- Communication
- Leadership
- Web Design
- Information Technology
- HTML5
- Java
- PHP
- CSS
- WordPress
- Microsoft Suite
- Adaptability
- SQL

Awards and Certifications

Basic Things to Know About Cybersecurity

2022

University of Cordilleras | Department of Computer Engineering

iEXcel101: Summarizing and Visualizing Data as Painless as Possible

2022

University of San Jose-Recoletos | DHRM207 Human Resource Training & Development