



ERA DEMETERIO

Computer Engineering Graduate

CONTACT

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- ✉ eraedemeterio@gmail.com
- 📍 Colon, City of Naga, Cebu, Philippines

SKILLS

- Adaptable
- Fast Learner
- Time Management
- Communication Skills
- Lifelong learner
- Attention to Detail
- Multitasking
- Software/Tools Proficiency
 - MS Word, Excel, PowerPoint
 - C, Java, Python
 - Adobe Photoshop, Illustrator
 - Clip Studio Paint
 - Canva

LANGUAGE

- English
- Filipino (Tagalog)
- Bisaya

👤 PROFILE

I'm a tech-savvy Computer Engineering graduate with strong skills in Microsoft Office and digital tools. I'm quick to learn, organized, and ready to support admin tasks, data entry, scheduling, and communication as a virtual assistant.

WORK EXPERIENCE

OJT: Assistant

AIA Center Cebu, Cebu Business Park, Cebu City, Cebu
June 2024 – July 2024

- Provided administrative support to the Agency Manager, assisting in daily operations and client coordination
- Gained hands-on experience in office procedures, communication, and marketing strategies within a corporate setting

EDUCATION

University of Cebu – Main Campus

BS Computer Engineering, 2025
Cum laude

📖 References

Engr. Leodegario Gatcho

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