

# Rebecca dela Cruz

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## OBJECTIVE

To obtain a part-time internship in IT and cybersecurity where I can apply my technical knowledge, grow through practical experience, and contribute meaningfully to a forward-thinking team. I aim to build a career in Aotearoa's tech sector and plan to remain in New Zealand on a post-study work visa following my graduation.

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## PERSONAL STATEMENT

I am a Master's student in Software Engineering at Yoobee Colleges with a strong interest in data security, digital forensics, and community-focused technology. I thrive in collaborative environments where curiosity, responsibility, and attention to detail are valued. With a culturally aware approach to problem-solving and a commitment to learning, I seek opportunities that will allow me to apply my developing skills while building lasting relationships in the tech industry.

## TECHNICAL SKILLS

- Programming: Python (Object-Oriented Programming), C++
- Web Development: Flask, HTML, CSS, Bootstrap, JavaScript
- Back-end Development: Python, C++
- Deployment and Version Control: Azure App Service and GitHub integration, version control with Git and GitHub
- Design: Adobe CC Suite, Canva, Figma
- Hardware: Comfortable disassembling PCs, phones, and servers
- Problem-Solving: Systematic debugging and structured analysis

## PERSONAL SKILLS

- Quick learner with a growth mindset.
  - Strong written and verbal communication.
  - Collaborative and empathetic team member.
  - Detail-oriented with a methodical, hands-on approach.
  - Adaptable under pressure and proactive in unfamiliar situations.
  - Passionate about inclusive, culturally aligned tech solutions.
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## WORK HISTORY

### Solawave

Remote—Los Angeles, CA  
Mar 2024—Apr 2025

### Digital Asset Manager (part-time)

- Created and refined workflows for digital assets, keeping them well organised and consistently updated, and ensuring smooth version control.

**Extu**

(previously Incentive  
Solutions/OneAffiniti)

Remote—Atlanta, Georgia  
May 2010 – Sep 2023

**Creative Operations Manager**

- Led and managed a team of creative professionals, ensuring efficient collaboration and project execution.
- Oversaw daily operations by working closely with internal teams, including campaign & content management, corporate marketing, client directors, and account managers.
- Fostered a collaborative environment among diverse talents to drive successful campaign outcomes.
- Developed and implemented cross-functional processes to streamline creative operations and enhance workflow efficiency.
- Analyse data and develop comprehensive reports and queries to support decision-making and enhance system performance.

**Design Studio Manager**

- Managed and supported a cross-functional team of 5 to 10 designers, developers, and QA specialists to ensure seamless application and system performance.
- Provided technical support to Content, Campaign, and Marketing teams across North America, APAC, and EMEA regions, ensuring smooth digital operations.
- Oversaw the launch and implementation of multiple digital projects, ensuring alignment with business requirements from concept to execution.

**Project Lead**

- Managed and coordinated application support projects from planning to implementation, ensuring seamless execution.
- Developed strategies to enhance system efficiency and ensure timely issue resolution.
- Developed timelines and milestone tracking to improve workflow and service delivery.

**Designer/Marketing Support Lead**

- Led a cross-functional Marketing Support team, ensuring effective collaboration and communication.
- Utilised technical expertise to optimise content and create responsive landing pages.
- Improved processes and tools to enhance efficiency and user satisfaction.

**Website Manager**

- Launched and managed microsites, ensuring optimal performance and user experience.
- Increased website traffic and engagement through effective SEO and promotional banner design.

**Supreme Foodservice  
FZE**

Dubai, UAE  
Dec 2007 – Mar 2010

**Communications Administrator**

- Supported Head Office, HR, and Communications teams with administrative and logistical tasks, ensuring smooth operations.

- Managed website maintenance, including intranet user onboarding/offboarding and organising charts, directories, and Learning & Development content.
- Ensured accurate and up-to-date user management processes through strong organisational skills and attention to detail.

### **Gulf Engineering System Solutions**

Sharjah, UAE  
Jan 2007 – Nov 2010

### **Marketing Executive/Admin Assistant**

- Led cross-functional engineering and marketing teams to successfully launch sales and marketing campaigns, ensuring collaboration and seamless execution.
- Managed company website content, administration, and computer troubleshooting to maintain smooth operations.
- Delivered technical support and solutions to improve user experience and ensure optimal website performance.

### **MRM Studios Inc.**

Makati City, Philippines  
May 2004–Nov 2006

### **I.T. Music Specialist**

- Produced high-quality MIDI and ringback tones for mobile devices to enhance user satisfaction.
- Created monotones, polytones, and karaoke tracks, showcasing technical expertise and creativity.

### **TOC Commercial Printer**

Malabon City, Philippines  
Jul 2002–May 2004

### **I.T. Network Administrator**

- Managed and maintained computer networks, systems, hardware, and software to ensure reliable performance.
- Identified and upgraded outdated technologies to improve efficiency and functionality.

### **PSi Technologies Inc.**

Taguig City, Philippines  
Sep 1999 – May 2001

### **Quality Assurance Supervisor**

- Led a team of five Test Quality Assurance (QA) professionals, fostering collaboration and maintaining high-quality standards.
- Implemented and monitored the Quality Management System to ensure excellence.

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## **QUALIFICATIONS**

**Universidad de Dagupan**  
Dagupan City, Philippines  
1994–1999

**Bachelor of Science in Computer Engineering**

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## **COMMUNITY AND VOLUNTEER EXPERIENCE**

### **The Gospel of Christ, Philippines**

Pangasinan, Philippines  
2002–Present

### **Social Media Manager/Videographer (2023–2025)**

- Record, edit, and upload event footage on YouTube.

### **Musician (2002–2025)**

- Play keyboards

**Young People's  
Christian Movement**

National Organisation  
Philippines  
1990–2006

**Vice President** (1999–2006)

- Oversee daily operations and assist in developing and implementing strategic plans.
- Plan and execute events/seminars, participate in fundraising, and manage budgets.
- Provide mentorship to members, and build relationships with external partners and the community.

**Choir member** (1999–2002)

**Member** (1990–1999)

**ACHIEVEMENTS**

- Consistent Dean's lister & graduated with honours
  - 2nd Prize—Best Supporting Learner (completed 16 courses)
  - Give a Hand Winner nominated
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**INTERESTS**

- Music, travel, driving, and watching inspirational talks and movies/series.
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**REFEREES**

**Joel Montgomery**

former CEO

OneAffiniti

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**Anita Allen**

Marketing and Communications Manager

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