Renalyn Manrique

Lethbridge, AB, T1K 2S4
1-403-929-2139
renalyn.manrique0913@gmail.com

Dear Hiring Manager,

I am a Computer Information Technology student currently attending Lethbridge College. I worked as a school administrative assistant for St. Francis National High School in the Philippines. I also accrued nearly five years of work experience as an administrative assistant. I learned valuable professional skills such as troubleshooting, data entry and updating the school's online site. Currently, we are working on our school project, and my position is Front-end Designer. I have been hard-working and willing to learn new things academically and professionally. Whether working on academic, extracurricular, or professional projects, I apply organizational, teamwork and multitasking skills, which I hope to leverage into the Front-end Designer role at your company.

After reviewing my resume, I hope you will agree that I am the competent and competitive candidate you are looking for. Please contact me at 1-403-929-2139 or via email at renalyn.manrique0913@gmail.com to arrange a convenient meeting time.

I appreciate your consideration, and I look forward to hearing from you soon.

Sincerely,

Renalyn Manrique

Renalyn Manrique

Front-End Designer

📞 1-403-929-2139

✉ renalyn.manrique0913@gmail.com

📍 Lethbridge, AB T1K 2S4

PROFESSIONAL SUMMARY

Current student looking to join the workforce to gain real-world experience. Ability to complete tasks on time in both individual and team settings. Dependable and reliable, ready to learn and grow with your company.

EXPERIENCE

INFORMATION TECHNOLOGY STUDENT

Lethbridge College

- Collaborated with teammates to work with Client/Server networking Windows Server Project. The task is to set up a client/server environment for a college environment.
- COLLABORATED WITH TEAMMATES TO CREATE A DBMS APP FOR OUR CLIENT.

SCHOOL ADMINISTRATIVE ASSISTANT, Limay, Bataan

St. Francis National High School, January 2016-June, 2020

- Assisted staff with computer usage.
- Operated office equipment and troubleshoot teacher's computer if it was not functioning.
- Maintained internal and external school Web sites.
- Maintained timekeeping information and submitted and processed payroll.
- Ordered and dispensed supplies to maintain office inventory.

EDUCATION

COMPUTER INFORMATION TECHNOLOGY

Lethbridge College

SKILLS

Networking | PHP | MySQL | Computer Hardware | HTML | Microsoft Office