PRINCESS MAE C. CUAYZON

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PERSONAL INFORMATION

- Nationality: Filipino
- Birth Date: March 30, 1998
- Sex: Female
- Marital Status: Single

ADDITIONAL INFORMATION

- Willing to learn new technologies and frameworks as required
- Strong commitment to continuous learning and professional development

TECHNICAL SKILLS

- Frontend: React.js, Vite, Tailwind CSS, HTML5, CSS3, JavaScript
- Backend: Node.js, Express.js, RESTful APIs
- Database: MongoDB
- Soft Skills: Problem-solving, Communication, Attention to Detail, Quick Learner
- Others: Git, Technical Support

PROJECT

Accounting Document System | MERN Stack Development

- Developed a document management system for accounting, featuring OCR integration for text extraction and searchable documents.
- Enabled file uploading, searching, and filtering, improving document organization and retrieval.
- Built role-based access control to manage user permissions securely.
- Added automated notifications to alert users of file due dates based on inputted dates.

EDUCATION

Bachelor of Science in Information Technology (Graduated)
ACLC College | 2015-2018

Bachelor of Science in Information Technology (transferred)
Eastern Visayas State University | 2014-2015

WORK EXPERIENCE

Secretary/Assistant | AIR 14 Electrical Services

Jan 2023 - Present

- Managed calls, inquiries, and repair-related paperwork.
- Assisted with inventory, ordering parts, and work orders.
- Communicated repair progress and completion with customers and technicians.

Branch Head | Need Ink Sales and Services

Nov 2019 - Feb 2022

- Oversaw administrative tasks and coordinated technician activities.
- Provided customer technical support and managed financial transactions.
- Handled business permit processing and branch operations.

REFERENCE

Will be provided upon request