





# Shainamei Alvez


Information Technology Intern

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 Filipino

## PROFESSIONAL SUMMARY

Energetically led projects at Cavite State University, showcasing exceptional project management and communication skills. Achieved significant milestones through meticulous planning and team coordination. Excelled in Microsoft Office Suite and fostered a positive team environment, ensuring project success and efficiency.

## SKILLS

Project Planning

Effective project management

Time Management

Tech Industry Knowledge

Data Collection

Microsoft Office Suite

Attention to Detail

Multitasking

Friendly, Positive Attitude

Excellent Computer Skills

## EXPERIENCE

### PROJECT LEAD, Indang, Cavite

Cavite State University, July 2024–August 2024

- Tracked key performance indicators related to each project's success rate.
- Monitored performance metrics associated with each project and took corrective action as necessary.
- Created detailed reports on project progress, budget allocation, and resource utilization.
- Monitored project milestones and deliverables.
- Monitored performance of project team members to provide performance feedback.
- Conducted regular reviews of project milestones and adjusted plans accordingly.
- Focused on learning new skills and staying updated with industry changes.
- Skilled in using various software applications and programs including Microsoft Office and Adobe Creative Suite.

### PROJECT LEAD, Indang, Cavite

Cavite State University, January 2024–April 2024

- Developed and updated project plans including information such as objectives, technologies, schedules, funding and staffing.
- Monitored performance of project team members to provide performance feedback.
- Assisted in developing processes for efficient management of projects from initiation through closure.

- Monitored performance metrics associated with each project and took corrective action as necessary.
- Provided technical guidance to team members throughout the duration of a project.
- Utilized excellent communication skills to coordinate with team members.

## EDUCATION

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### BACHELOR OF SCIENCE (B.S.) IN INFORMATION TECHNOLOGY CANDIDATE , Indang, Cavite

Cavite State University, Expected graduation September 2027

#### Relevant Coursework

Database Management

Computer Programming

Networking

Microsoft Office

Adobe Suit

## LANGUAGES

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- **English**  
Fluent