

SHAIRA LUCERO

📍 Gulod Labac, Batangas City
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CAREER OBJECTIVE

Seeking a challenging career with a progressive organization that can leverage my technical skills and abilities in the field of information technology (IT). Committed to staying up-to-date on the latest industry trends and technologies and eager to learn and improve skills to make valuable contributions to the company.

ACADEMIC BACKGROUND

Bachelor of Science in Information Technology

Westmead International School
SY: 2019-2023

**Bachelor of Science in Business
Administration** (undergraduate)
Batangas State University
SY: 2016-2018

UNDERGRADUATE PAPER

Web-Based Restaurant
Management with Ordering and
Delivery System

TECHNICAL SKILLS

- Web Development and Programming Skills: Basic knowledge of HTML, CSS, PHP, JavaScript, C#, C ++, Java, Python and SQL
- Completed coursework in web development and programming
- Adobe Creative Suite (Photoshop, Premiere Pro)
- Office productivity tools: Microsoft Office Suite, Google Workspace

EXPERIENCE

On-The-Job Training

Administrator - Interns Status

Monitoring Officer | Erovoutika Robotics
and Automation Solutions

September - December 2022

- Completed a virtual administrative internship with Erovoutika, showcasing the ability to work independently and manage time effectively while completing administrative duties remotely.
 - Utilized online tools such as email, virtual chat platforms, cloud-based document sharing systems, and virtual meeting platforms to communicate and collaborate with team members, supervisors, and other departments to support company objectives and goals.
 - Successfully Led a team in planning and executing the company's 3rd virtual internship awarding ceremony.
 - Maintained accurate and up-to-date records ensuring efficient and effective organization of company data.
 - Responded to inquiries regarding the company's services, policies, and procedures.
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PERSONAL SKILLS

- Attention to detail and problem solving skills
- Strong organizational skills with the ability to multi-task
- Able to provide quality output with minimal supervision
- Eagerness to learn and grow professionally

Personal Projects

Github Account

github.com/shai-shai-l

Youtube Channel

youtube.com/@jst_create

EXPERIENCE

Small Business Owner | **The Current Clothing**

facebook.com/thecurrentclothingco

June 2022 - Present

- Managed an online sales operation for pre-owned jackets, utilizing various e-commerce platforms to maximize visibility and sales.
- Developed and executed targeted advertising campaigns to increase product awareness and drive traffic to the online store.
- Oversaw the bidding process and managed successful transactions with customers.
- Demonstrated strong entrepreneurial skills and a drive for success by successfully growing the business over time.

Personal Background

Pace of Birth : Lobo Batangas

Date of Birth : January 29, 1997

Age : 26

Gender : Female

Religion : Catholic

Civil Status : Single

Citizenship : Filipino

REFERENCES:

Christophe Jean Francois Lionel Roux

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