

KENJIE P. ARCEO

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21 Marikina Street Maypajo Caloocan City, Metro Manila

OBJECTIVE

Results-driven and motivated individual with a strong interest in a career as a Project Coordinator or Quality Assurance Specialist. Bringing organizational, analytical skills, and a proactive attitude to contribute effectively to projects and uphold quality standards. Seeking an entry-level position to gain hands-on experience and make a meaningful impact on organizational success.

EDUCATION

University of Caloocan City - South Campus

September 2020 - Present

Bachelor of Science in Computer Science

Center for International Industries Competence Corp (CIICC)

December 2023 - February 2024

Contact Center Services NC II

JOYSIS Techvoc Inc.

October 2022 - December 2022

Programming (Java) NC III

La Consolacion College Caloocan

August 2018 - August 2020

Information, Technology and Communication (ICT)

EXPERIENCE

MIS STAFF

September 2022 - Present

University of Caloocan City - South Campus

Managed old (VB6) and new (AIMS) Enrollment Systems, provided comprehensive technical support, configured networks, deployed systems locally, and handled confidential documents for the University of Caloocan City's Management Information System.

ADMISSION HEAD

March 2023 - August 2023

University of Caloocan City - South Campus

Led the freshmen enrollment process, scheduling exams, and managing applicant data for accuracy. Collaborated with the Registrar's Office to streamline and maintain precise records of incoming freshmen. Ensured a seamless admission experience through meticulous coordination and attention to detail.

FREELANCE: THESIS DOCUMENTATION

August 2020 - Present

provide comprehensive support to students working on their theses. My responsibilities include meticulous proofreading to ensure clarity and coherence in written content. Additionally, I offer expertise in statistical treatment, aiding students in data analysis and interpretation.

EXTRACURRICULAR ACTIVITIES

BSCS Representative, College of Liberal Arts and Sciences Council (CLAS)

September 2023 - Present

University of Caloocan City - South Campus

Represented BSCS student interests, facilitated communication between students and faculty, contributed to decision-making, and played a key role in enhancing the academic experience within the College.

Vice President, Association of Computer E-Students (ACES)

March 2023 - Present

University of Caloocan City - South Campus

Led dynamic leadership, orchestrated strategic initiatives, enhanced member engagement, and organized impactful events in collaboration with the executive team to foster innovation and growth within the computer studies department.

OIC - President, BSCS Council

January 2024 - Present

University of Caloocan City - South Campus

Led and organized initiatives as the Officer-in-Charge President of the BSCS Council, fostering student engagement and collaboration within the academic community.