



STEVEN NARIZ

0498 Area 6 Brgy. Botocan Quezon City

snariz00@gmail.com

09364776647

PERSONAL DATA

Birth Date: October 24, 2000
Birth Place: Paniqui Tarlac
Age: 23
Civil Status: Single
Religion: Iglesia Ni Cristo
Citizenship: Filipino

CHARACTER REFERENCE

JANINE G. REVILLA

Administrative Aide VI
College of Mass
Communication
09453390904

KRSTINE JOY R. ONGUDA

Administrative Assistant II
Department of Journalism
UP College of Mass
Communication
kronguda@up.edu.ph
09276894883

EDUCATIONAL ATTAINMENT

Bachelor of Science in Information Technology

Colegio De Montalban

Graduated July 31, 2023

WORK EXPERIENCE

University of the Philippines Office of Admissions – (Junior Office Aide)

October 24, 2023 – present

(Data entry of UPCAT applicants' information to the System, verifying of encoded data)

Office of the College Secretary, UP Diliman College of Mass Communication – (On-the Job Training)

April 11, 2023 – July 2023

(Sorting of student jacket and forms, encoding office documents, assist to OCS events)

Kasiglahan 7eleven (Sales Area Maintenance)

February 2022 – October 2022

(All around responsibility cashier, inventory and ordering)

TRAININGS ATTENDED

- **2023 TWSP Programming (JAVA) NC III Technical Education and Skills Development Authority (TESDA) 288 hours (completed)**
- **Training on WEBSITE DESIGN AND MAINTENANCE for the staff of the UP College of Mass Communication, as part of the UPLift CMC Training Program.**