TRISHA RHINOA ANDALLON CAISIP

Fresh graduate in computer science with a strong foundation in data management, analytical thinking, and technical problem-solving. Proficient in Microsoft Office and Google Suite, and eager to apply academic knowledge to practical, real-world challenges. While still developing communication skills, I excel in independent learning and adapting to new tools and technologies. I'm searching for a position in database administration, data entry, or data analysis where I can advance my knowledge and abilities in a fast-paced, creative setting and contribute to the success of the company.

PERSONAL

Name
Trisha Rhinoa Andallon Caisip

Address
Phase 7, Block 8, Lot 7 Pacita Complex 1
4023 San Pedro, Laguna

Phone number
09617504486

Email
trishacaisip1@gmail.com

INTERESTS

- Reading and Writing: Enjoy learning through reading and expressing ideas creatively through writing.
- Technology Enthusiast: Passionate about smartphones, their features, and tech trends.
- Phone Troubleshooting: Skilled at fixing phone bugs and quickly adapting to new interfaces.
- Self-Learning: Actively build technical skills through hands-on practice and independent learning.

EDUCATION AND QUALIFICATIONS

Aug 2021 - Jun 2025

Bachelor of Science in Computer Science
Our Lady Of Fatima University Laguna Campus, Philippines

- Completed a comprehensive curriculum focused on software development, database management, data structures, and systems analysis.
- Gained practical experience through academic projects, hands-on lab work, and a supervised internship at OnePacificHub.com / Rapid Revver LLC.
- Developed strong analytical and problem-solving skills, particularly in data entry, database handling, and technical troubleshooting.
- Demonstrated ability to work independently and collaboratively in real-world and virtual environments.

INTERNSHIP EXPERIENCE

Data & Web Operations Intern
OnePacificHub.com / Rapid Revver LLC
March 2025 –June 2025 | Remote | Supervisor: Mr. Ricardo Caisip, COO

- Assisted in managing and organizing product databases, ensuring accurate data entry for automotive parts and categories.
- Integrated product details (e.g., brand ID, model, year, fitment, and submodel) into the website for customer search functionality.
- Supported troubleshooting and resolution of backend issues, including JSON response errors and plugin conflicts within the WordPress environment hosted on Hostinger.
- Uploaded and formatted product images, ensuring quality optimization and proper alignment with WooCommerce requirements.
- Conducted testing and documentation of image import behavior and plugin performance.
- Customized website layout, including front-end elements, search features, and minor design edits using WordPress tools and custom CSS.
- Maintained detailed logs of daily tasks, development progress, and issue resolutions for client reporting.
- Collaborated with the supervisor to execute updates, troubleshoot bugs, and ensure smooth deployment of changes.

WORK EXPERIENCE

Jun 2023 - Feb 2024

Remote Data Entry and Image Coordinator
Ricardo Caisip, Philippines

- Provided support to multiple clients with tasks involving data input, image collection, uploading, and basic image editing.
- Demonstrated strong attention to detail, time management, and ability to follow client specifications independently.
- Used tools such as Google Sheets, cloud storage platforms, and basic image editing software.

Key Projects:

- Data Input on Google Sheets
- Accurately entered and organized image-related data, including verifying and linking URLs.
- Image Collection & Upload
- Sourced and categorized images for various digital needs.
- Uploaded and managed image links with consistency and proper labeling.
- Basic Image Editing (300+ Images)
- Edited large sets of images based on client instructions.
- Completed multiple milestones, including revisions and additional requests.

REFERENCES

Rapid Revver LLC/
Nomadic Pro
Ventures LLC

Ricardo Caisip
+1 (213) 2688273
info@pacifichub.com

SKILLS

Skill	Rating
Data Analyst	★ ☆ ☆ ☆ ☆
Microsoft Excel	★ ★ ☆ ☆ ☆
Google Sheets	★ ★ ☆ ☆ ☆
WordPress	★ ★ ☆ ☆ ☆
Basic Image Editing	★ ★ ☆ ☆ ☆
Data Entry	★ ★ ★ ★ ☆
File and Image Management	★ ★ ★ ★ ☆
HTML & CSS (Basic)	★ ☆ ☆ ☆ ☆