




# ACE LOUIE S. MENDOZA

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## CAREER OVERVIEW

A commitment to lifelong learning is essential in today's rapidly evolving job market. Stay updated with industry trends, new technologies, and advancements in your field. . Embrace a growth mindset and be open to learning new skills throughout your career.

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## EDUCATION

Bachelor of Science in  
Information Technology

Systems Plus Computer College |  
2020-Present

## SKILLS

- Basic computer literacy skills
- Organizational skills
- Strategic planning and scheduling skills
- Time-management skills

## EXPERIENCE

### Office Staff

OSSA (Work Immersion)|

- Help colleagues and set up the office in a way that streamlines processes
- Sort and distribute correspondence as soon as possible
- Ensure information is accurate and valid by creating and updating records

## CERTIFICATION

- Firebase in Action: Firebase Web Codelab held online on February 17, 2021.
  - Microsoft Digital Literacy | April 20, 2023
  - Wi-Fi 101 and Digital Thumbprint Program | February 22, 2023
  - DIGITAL SKILLS: ARTIFICIAL INTELLIGENCE | May 10, 2023
  - MICROSOFT OFFICE SPECIALIST | December 19,2022
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