Kaila Marie A. Alima

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Technical Skills

Languages: HTML/CSS
Development Tools: Git, Jupyter Notebook, Visual Studio Code
Project Management: GitHub Projects, Notion, Asana

Experience

Apprentice for VP Sports — Apr 2022 - Aug 2022
PUP Taguig Computer Society — Taguig, PH
- Assisted in the organization and management of sporting events ensuring smooth operations and participant satisfaction.
- Edited and designed certificates using Adobe Photoshop, enhancing the visual appeal and professionalism of award presentations.
- Collaborated with team members to coordinate event logistics, including scheduling, venue setup, and participant registartion.

Encoder Intern — June 2020 – Aug 2020
Special Program for Employment of Students - PESO LGU — Taguig, PH
- Provided administrative support to the local community in the barangay by assisting residents with essential documents, including barangay clearances, sedulas, barangay IDs, and business permits.
- Utilized a typewriter for document preparation, ensuring accuracy and adherence to community standards.
- Engaged with community members to understand their needs and facilitate access to necessary services, fostering a supportive envirortment.

Projects

QDExpress - Delivery Partner | *Git, GitHub Projects, Hostinger, Notion*
- Served as a Project Manager for the development and implementation of a comprehensive delivery partner platform.
- Acted as a Front-End Developer, managing the user interface (UI) of the system to ensure an intuitive and engaging user experience.
- Managed project tasks and timelines using GitHub Projects and Notion to ensure timely completion of milestones.
- Fostered collaboration among team members, promoting open communication and innovative problem-solving.
- Coordinated with the logistics team to ensure seamless integration of delivery operations and optimize processes.
- Conducted regular status updates and engaged with the team members and logistics team to maintain transparency and alignment throughout the project.

Education

Polytechnic University of the Philippines — Taguig, PH
Bachelor of Science in Information Technology — 2021 – Present