April Rose P. Cabalhug

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Portfolio: https://aprilworx.wixsite.com/myportfolio

PERSONAL INFORMATION

Full Name: April Rose P. Cabalhug
Gender: Female
Date of Birth: April 10, 1998

Age: 25
Marital Status: Single
Occupation: 4th Year Student

CAREER OBJECTIVE

To obtain an entry-level position in the IT industry, leveraging my technical skills and passion for problem-solving, to contribute to a dynamic organization's success while gaining valuable experience and professional growth opportunities.

EDUCATIONAL BACKGROUND

Bachelor of Science in Information Technology (2019-2023)
Cavite State University – Imus Campus
Palico IV, Imus, Cavite

Multimedia and Information Technology (2015-2017)
Datacom Institute of Computer Technology – Imus Campus
Palico IV, Imus, Cavite

English Proficiency 2 (May – Sept 2017)
BESTech - Imus
Palico IV, Imus, Cavite

WORK EXPERIENCE

(Team Leader) System Administration/Project Management Intern (486 hrs)
(March - June 2023)
ROC.PH Digital Marketing Services
Blk98 Lot25 Beaumont Street, Village 3 Metro South Subdivision, General Trias, 4107 Cavite

- *Ticket Management: Create, manage, resolve, and monitor ticket requests.*
- *Client Communication: Respond to client inquiries about the status of their task ticket updates.*
- *Social Media Management: Post social media content for client's business or company platforms.*
- *Data Migration: Perform data migration tasks.*
- *Data Entry: Accurate and efficient data entry.*
- *Team Coordination: Assist, guide, and monitor team members in new department tasks, assigning tasks for efficiency.*
- *Interdepartmental Collaboration: Communicate and collaborate with other departments to complete tasks and stay updated on client requests.*
- *Onboarding: Create company profile accounts for new intern employees.*
- *Virtual Office Design: Design layout for the company's virtual office in Gather app.*

Admin Intern (300 hrs)
(Jul 2016 - Jan 2017)
Office of the Election Officer
Molino Blvd., Brgy. San Nicolas II, Bacoor, Cavite

- *Offered assistance to visitors, paying attention to special needs or wants.*
- *Followed detailed directions from superiors to complete daily paperwork and computer data entry.*
- *Performs clerical duties including typing, filing, and completion of simple forms.*
- *Performs other related duties as assigned.*

TECHNICAL SKILLS & OTHER QUALIFICATIONS

- Skilled in Adobe Photoshop & Illustrator for editing purposes.
- Proficient in Microsoft Office (Word, PowerPoint, Access, Publisher, and Excel)
- Able to create a website using HTML5, CSS3, PHP, JQuery, and Javascript.
- Able to create a program using Java, C, C++, Python, and VB.Net or VB 6.0

- Basic knowledge in Springboot and Cisco Networking
- Able to create a database using MySQL and MariaDB.
- Attention to Detail
- Problem Solving
- Multi-Tasking

TRAININGS & SEMINAR ATTENDED

Free Coding Bootcamp:
Basic Web Development Workshop
Apr 15, 2023
Zuitt Coding Bootcamp

Introduction to Data Science
Feb 02, 2023
Cisco Networking Academy

Cyber Threat Management
Jan 13, 2023
Cisco Networking Academy

Introduction to Cyber Security
Jan 13, 2023
Cisco Networking Academy

Learn How to Create a Website from Scratch with Wordpress in 1 Day
Jun 18, 2022

BitDegree

Succeeding in Web Development: Full Stack and Front End
Jun 14, 2022
LinkedIn Learning

Programming Foundations: Web Security
Jun 13, 2022
LinkedIn Learning

REFERENCES

APPLICANT SIGNATURE

References available upon request.

Ms. April Rose Cabalhug
Applicant