



ARCHILLES D. DELA CRUZ

ABOUT ME

I am a fresh graduate with a degree in Bachelor of Science in Information Technology, major in Business Analytics. I am passionate about technology and eager to apply my knowledge in a real work environment.

I have basic knowledge in **programming**, **data analysis**, and **project management**. I am interested in working as a **Computer Staff** or in an **Admin role** where I can **support IT-related tasks**, **assist** in **computer operations**, and help with **administrative work** such as **data entry, documentation, and organizing files**.

I am a fast learner, hardworking, and willing to grow professionally. I am looking for an opportunity to start my career and contribute to the success of the organization.

EDUCATION

- 2009-2015
JOSE P LAUREL ELEMENTARY SCHOOL
- 2016-2019
DADIANGAS NORTH HIGH SCHOOL
- 2019-2021
GOLDENSTATE COLLEGE (HUMSS)
- 2021-2025
SOUTH EAST ASIAN INSTITUTE TECHNOLOGY INC
BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY - SPECIALIZED IN BUSINESS ANALYTICS

CONTACT

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- 🏠 LANTON, APOPONG, GENERAL SANTOS

REFERENCE

- MARY ANNE ALMIO
CMT1 LGU POLOMOLOK
(0917) 139 2713
- JALEN ROSE D. ALIB
BAC SECRETARIAT
(0976) 385 7553

SKILLS

- Active Listener
- Communication Skills
- Time Management
- Customer Service
- Tech Literacy
- Computer programming
- Basic Editing
- Basic Microsoft office

WORK EXPERIENCE

● LGU POLOMOLOK

**FEB 25 2025 -
JUNE 2 2025**

- Serve as part of the Bids and Awards Committee (BAC) Secretariat in accordance with R.A. 9184 (Government Procurement Reform Act).
- Prepare bid documents, procurement schedules, meeting minutes, resolutions, and other official BAC communications.
- Facilitate the conduct of procurement activities including posting of bid opportunities, pre-bid conferences, bid openings, and evaluations.
- Ensure proper documentation and safekeeping of procurement-related records for transparency and audit purposes.
- Coordinate with end-user units, suppliers, and BAC members to ensure compliance with procurement timelines and requirements.
- Assist in the preparation and submission of procurement reports to oversight agencies such as COA and GPPB.
- Maintain confidentiality and integrity in all procurement transactions and deliberations.

CERTIFICATES

● DEANS LISTER S.Y 2024

● RESEARCH PUBLISHED INTERNATIONAL VOL. 4 NO. 9 2583-0279 S.Y 2024

Evaluating The Impact of User Interface Design on the Effectiveness of the Entrance Exam System: A Design Analysis Approach for the Entrance Exam System.