NICOLEY ASHLEE INOFRE

Information Technology Graduate

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ashleeinofre.github.io/My-Portfolio-Website

EDUCATION

Bulacan State University

Malolos City, Bulacan
2020 - 2025

Bachelor of Science in Information Technology
Major in: Web and Application Development

Blood Bank Management System (Capstone)
Bulacan State Univeristy

- Assisted in front-end development using HTML, CSS, and JavaScript, creating responsive layouts and interactive features.
- Designed and prototyped user interfaces in Figma to visualize workflows, improve usability, and support design decisions.
- Collaborated with the team to translate requirements into user-friendly, responsive web designs.
- Applied accessibility standards and usability best practices to improve the overall user experience.
- Utilized PHP to integrate front-end components with back-end processes, including form handling and connecting pages to dynamic content.

RELEVANT EXPERIENCE

Admin V (Intern)
Civil Service Commission Regional Office IV

139 Panay Ave, Diliman, Quezon City
January 2025 - May 2025

- Provided frontline customer service support, assisting clients with inquiries, requests, and concerns both in person and through official communication channels.
- Managed administrative tasks and accurate data entry, ensuring organized records and efficient office operations.
- Delivered technical support assistance to staff by troubleshooting computer issues, basic software problems, and office equipment concerns.
- Supported IT-related processes, including document handling, system navigation guidance, and coordination with technical personnel when needed.
- Edited and produced official videos for the 2025 CSC Regional C.L.U.E.S. event, ensuring clear visuals and professional quality.
- Documented and supported processes for the 2025 C.L.U.E.S. Secretariat, strengthening coordination, reporting, and technical setup.
- Designed posters and promotional materials to improve event visibility and audience engagement.
- Demonstrated professionalism, confidentiality, and strong communication skills while working in a government office environment.

LEADERSHIP & ACTIVITIES

Lead Coach
FRX CREW (Firefox Crew)

Bulacan State University
2024 - 2025

- Led and facilitated technical and skills trainings, mentoring members and strengthening team performance.
- Organized and managed inter-group coordination and competitions.
- Achieved recognition by guiding the team to runner-up and championship titles in regional competitions.

SKILLS & INTERESTS

Technical Skills

- Web Development: HTML, CSS, JavaScript, PHP
- Programming: Java (basic), C++ (basic)
- DMS: MySQL, phpMyAdmin
- Networking: Cisco (coursework, basic knowledge)
- UI/UX & Prototyping: Figma, Framer, Pencil Project
- Design & Media: Entry-level Graphic Design, Video Editing
- Additional Skills: Customer Service & Technical Support, Data Entry & Documentation