

NICOLEY ASHLEE INOFRE

Information Technology Graduate
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PROFESSIONAL SUMMARY

Detail-oriented IT graduate with experience in administrative support, design assistance, and web-based content updates. Skilled in creating simple visuals, managing documentation and spreadsheets, and supporting daily operations in team-based environments. Comfortable working remotely, handling night shifts, and using digital and AI tools to improve efficiency.

CORE SKILLS

- Administrative & Operations Support
- Email & Internal Communication
- Data Entry, Documentation & File Management
- Spreadsheet Tracking (Excel / Google Sheets)
- Basic Graphic Design & Visual Content Creation
- UI Design & Prototyping (Figma)
- Website Content Updates (HTML, CSS – basic)
- Customer Service & Technical Support
- Remote Work Tools & Task Coordination

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 and official requests in person and through formal communication channels.
- Delivered technical assistance to staff by troubleshooting basic computer, software, and office equipment issues.
- Managed accurate data entry and document handling to maintain organized and reliable office records.
- Assisted in IT-related processes, including system navigation guidance and coordination with technical personnel.
- Edited and produced official videos for the 2025 CSC Regional C.L.U.E.S. Event, ensuring professional visual quality.
- Supported documentation and technical coordination for the 2025 C.L.U.E.S. Secretariat, contributing to efficient reporting and event setup.
- Designed posters and promotional materials to enhance event visibility and audience engagement.
- Demonstrated confidentiality, professionalism, and effective communication in a government office setting.

EDUCATION

Bulacan State University

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

Malolos City, Bulacan
2020 - 2025

LEADERSHIP & ACTIVITIES

Lead Coach – FRX CREW (Firefox Crew)
Bulacan State University | 2024 – 2025

- Led and facilitated technical and skills training sessions.
- Coordinated team activities and inter-group events.
- Guided the team to runner-up and championship titles in regional competitions.