ASHLEY M. GONZALES

FRESH GRADUATE

PROFILE

I am seeking an opportunity to apply my skills and knowledge while further enhancing my technical and professional abilities in a real-world work environment. As a motivated and adaptable individual, I am committed to contributing to the organization's success through dedication, a willingness to learn, and a strong work ethic.

CONTACT

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⚲ 258 Brgy. Bonifacio San Leonardo N.E.

EDUCATION

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

NEUST Off-Campus Program

Adorable, San Leonardo, Nueva Ecija

2021 - 2025

SENIOR HIGH SCHOOL (STEM)

Holy Cross College

Rizal, Santa Rosa, Nueva Ecija

2019 - 2021

JUNIOR HIGH SCHOOL

Mallorca National High School

Mallorca, San Leonardo, Nueva Ecija

2015 - 2019

ELEMENTARY

Trinity Christian School

Poblacion, San Leonardo, Nueva Ecija

2009 - 2015

SKILLS

TECHNICAL EXPERTISE

- Programming Basics HTML, CSS, JavaScript, PHP, Angular Database Management Basic CRUD operations using MySQL Web Development Simple website creation and front-end design.
- Microsoft Excel Familiar with data organization, basic formulas, and creating spreadsheets.
- Document Preparation Proficient in creating and formatting professional documents.

INTERPERSONAL STRENGTHS

- Willingness to embrace new challenges and learn quickly in diverse environments
- Ability to work effectively with others to achieve shared goals
- Strong analytical skills to identify and resolve issues efficiently
- Skilled in prioritizing tasks and meeting deadlines

EXPERIENCE

ON-THE-JOB TRAINING — ADMINISTRATIVE DEPARTMENT (2025)
Nueva Ecija Medical Center Inc.

- Handled front-desk responsibilities, assisting patients or their relatives with document requests and inquiries.
- Managed patient records, including sorting, filing, and organizing documents efficiently.
- Encoded transmittal links and patient records into Excel for PhilHealth claims and processing.
- Developed interpersonal and communication skills while interacting with patients and hospital staff.

CERTIFICATION

CERTIFICATE OF COMPLETION (2025)
Completed 500 hours of On-the-Job Training, assigned to the Administrative Department

INFORMATION TECHNOLOGY SPECIALIST (2024)
International Certification HTML and CSS

CERTIFICATE OF APPRECIATION (2024)
5-day ICT Sessions: Capacity Building for 4th year BSBA and BSHM Students

CERTIFICATE OF RECOGNITION (2023)
3rd Place in Programming Skills Competition, Students' Festival 2023 with the theme "Celebrating Skills, Talents, Unity and Success of the Off-Campus,"