

# MONICA AVE

avemonica0@gmail.com | +639454426246 | Pangasinan, PHL | [linkedin.com/in/monica-a-591467205](https://www.linkedin.com/in/monica-a-591467205)

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## EDUCATION

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### Pangasinan State University

B.S in Information Technology

Major in Web and Mobile Technologies

Relevant Coursework: Database Management System, Web Development, Multimedia Technologies, Networking

Urdaneta, Pangasinan

Expected Aug. 2025

## WORK EXPERIENCE

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### National Irrigation Administration

### Pangasinan Irrigation Management Office

IT Intern

Urdaneta, Pangasinan

Feb. 2025 – May 2025

- Co-developed a finance management system, applying web development and database skills to automate the manual creation of BIR forms for employees and customers, reducing transaction processing time by 90% and significantly improving administrative efficiency.
- Executed meticulous data encoding tasks, contributing significantly to the systematic organization and integrity of financial records.
- Provided technical and administrative support, collaborating effectively with the finance team to address operational needs.

## SKILLS

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### Technical Skills:

- Administrative & Office Tools: Microsoft Office Suite (Word, Excel), Google Workspace (Docs, Sheets, Drive)
- Data Management: Data Entry, Data Encoding, Database Management Systems
- Programming Languages: JavaScript, PHP
- Web Technologies & Frameworks: HTML, CSS, Bootstrap
- Databases: MySQL
- Design Tools: Canva, Figma

### Soft Skills:

- Problem-Solving
- Time Management
- Communication skills
- Attention to Detail

## ADDITIONAL

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**Certifications:** Digital Skills for Work and Life (Accenture, 2025), Data analysis: visualisations in Excel (The Open University, 2025), Responsive Web Design (freeCodeCamp, 2024)

**Awards and Recognition:** Test of Practical Competency in IT (TOPCIT) achieved Level 2