

# Nicole Andrea Gula Catandijan

July 11, 2005  
Blk 1 Lot 86 Phase B Legian 2, Carsadang Bago 1  
City of Imus, Cavite  
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## EDUCATION

### Polytechnic University of The Philippines - Parañaque City Campus

Bachelor of Science in Computer Engineering

- 2023 - Present

### St. Michael Institute of Bacoar, Inc. | Tabing Dagat, Poblacion, Bacoar City, Cavite

Science, Technology, Engineering, and Mathematics, Senior High School

- 2021 - 2023

### Imus National High School | Bukandala 3, Imus City, Cavite

Junior High School

- 2017 - 2021

## WORK EXPERIENCE

### Metro Pacific Tollways South Management Corporation

Alapan 2-B, Imus, Cavite

Technology Technical Support Intern (ITS Technology Department)

August 2025 - October 2025

- Provided technical assistance to staff by troubleshooting hardware, software, and network issues.
- Installed, configured, and maintained computer systems, printers, and peripheral devices.

### Fleur De Rey Flower Shop

Poblacion IV-D, Imus, Cavite

Seasonal Helper and Seller

February 2025

- Assisted customers with flower selection, sales transactions, and custom orders.
- Helped prepare and arrange floral displays and maintained shop cleanliness.

### Binakayan Hospital and Medical Center

Binakayan, Kawit, Cavite

Intern (Cardio Pulmonary Department)

March 2023

- Collected, reviewed, and compiled patient medical records from various sources including EMR systems, paper files, and lab/imaging department.
- Organized records by patient ID, visit date, diagnosis, and treatment category to streamline access and improve workflow efficiency.

## SKILLS

### Technical Skills

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Canva Graphic Design
- Basic Hardware & Software Troubleshooting
- Data & Record Management

### Interpersonal Skills

- Effective Communicator
- Highly Adaptable
- Eager to Learn / Committed to Continuous Learning
- Organization and Attention to Detail
- Time and Task Management

## CHARACTER REFERENCE

### MPTSouth Management Corporation

- Nikko Atienza - ITS Senior Specialist  
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