



PRECIOUS ENICA CEPE

CONTACT



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Brgy. 38 - D, Poblacion
District, Trading
Boulevard, Davao City

SKILLS

HARD SKILLS:

- Computer Proficiency
- Database management
- Web development
- Office Softwares
- UX Design
- Technical writing and documentation

SOFT SKILLS:

- Organizational Skills
- Attention to detail
- Time Management
- Multi-tasking
- Teamwork
- Adaptability

OBJECTIVE

Experienced IT professional seeking freelance opportunities, including virtual assistant roles. Highly organized with strong multitasking abilities. Committed to delivering exceptional virtual support and contributing to client success.

RELEVANT EXPERIENCE

SELF-EMPLOYED PRINT OPERATOR

06/2022 - Present

Responsibilities:

- Effectively communicated with clients to understand their print needs, provide recommendations, and ensure customer satisfaction.
- Produced high-quality prints according to client specifications and requirements.
- Proactively identified and resolved equipment issues, performing routine maintenance and troubleshooting to minimize downtime and ensure smooth operations.

FRONTEND WEB DEVELOPER INTERN

03/2023 - 05/2023

R Web Solutions, Corp.

Responsibilities:

- Developed responsive and visually appealing websites using HTML, CSS, Bootstrap, and JavaScript.
- Test and debug code to ensure website functionality and resolve any issues.
- Utilized version control systems for code management and maintain documentation.
- Collaborated with cross-functional teams to find solutions to technical challenges.

ICT OFFICE INTERN

02/2019 - 03/2019

Philippine Women's College of Davao

Responsibilities:

- Debug an existing Visual Basic program/system.
- Created a PowerPoint presentation consisting of all senior high school graduates, including their photos, names, and strand that would be displayed during the graduation ceremony.
- Assisted in printing and photocopy various documents inside the office.

LANGUAGE

- English
- Filipino

EDUCATIONAL BACKGROUND

Bachelor of Science in Information Technology

Holy Cross of Davao College

June 2019 - Present

TVL – Information and Communication Technology (ICT Strand)

Philippine Womens College of Davao

June 2017 - April 2019

Davao City National High School

Junior High School

2013 - 2017

San Roque Central Elementary School

2007 - 2013

SEMINARS / TRAININGS

Webinar on "Interfacing with Arduino"	2022
HOLY CROSS OF DAVAO COLLEGE	

Webinar on Introduction to IoT with Arduino	2022
HOLY CROSS OF DAVAO COLLEGE	

Social Media Management	2022
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CHARACTER REFERENCES

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