

# BERNADETH E. MAGTIBAY

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Victoria, Laguna 4011

## SUMMARY

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- A Fourth-year Bachelor of Science in Information Technology student seeking an internship opportunity to apply and enhance my technical and professional skills. Holds a Civil Service Professional Eligibility and committed to continuous learning and professional growth.

## EDUCATION

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### BACHELOR OF SIENCE IN INFORMATION TECHNOLOGY

- Laguna State Polytechnic University – Sta. Cruz | 2022 – *Present*

## PROFESSIONAL EXPERIENCE

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### Customer Service Representative

NextVas Inc. | Calamba, Laguna | August 2024- September 2024

- Handled customer inquiries and concerns through email.
- Updated account details to reflect current customer information.
- Performed data entry tasks to maintain precise and organized customer records.

### Work Immersion Intern

National Irrigation Administration | Pila, Laguna | December 2019 – February 2020

- Performed basic administrative tasks such as scanning, photocopying, and forwarding documents to relevant departments.

## ELIGIBILITY

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### Civil Service Eligibility - Professional Level

Civil Service Commission | August 2024  
86.09%

## SKILLS

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|---|---|
| ✓ Microsoft Office (Word, Excel, PowerPoint)    | ✓ UI Design (Figma)                     |
| ✓ Google Workspace (Docs, Sheets, Drive, Forms) | ✓ Basic skills in HTML, CSS, C#, python |
| ✓ Data Entry and Documentation                  | ✓ Customer Service                      |
|   | ✓ Communication Skills                  |
|   | ✓ Attention to Details                  |

## **SEMINARS ATTENDED**

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- **The AI-Cloud Synergy: How Artificial Intelligence is Shaping the Cloud**
  - Laguna State Polytechnic University
  - College of Computer Studies
  - May 21, 2025
  
- **Strategic IT Procurement for State Universities and Colleges**
  - UP Information Technology Development Center (UPITDC)
  - via ZOOM
  - October 1, 2025
  
- **Hour of Code: Learn AI and Coding in a Fun & Engaging way!**
  - DICT Region 2 Nueva Vizcaya
  - via ZOOM
  - October 5, 2025
  
- **Data Privacy Awareness**
  - DICT Region 14 (Cordillera Administrative Region)
  - via ZOOM
  - October 10, 2025
  
- **Ideation Wednesdays: Design Thinking Process**
  - DICT Region 13 Caraga
  - via ZOOM
  - October 15, 2025