

# BERNADETH E. MAGTIBAY

magtibaybadeth@gmail.com | +63 926 7367 599 | [LinkedIn](#) | [Portfolio](#)

Barangka Ilaya, Mandaluyong City 1550 Metro Manila

## 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 SCIENCE 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 2023- September 2023

- 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 – Region IV-A

Pila, Laguna | December 2019 – February 2020

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

## CERTIFICATES AND ELIGIBILITY

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### Civil Service Eligibility - Professional Level

Civil Service Commission

August 2024 | **86.09%**

### Operating Systems Basics

Cisco Networking Academy

November 2025

## SKILLS

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|---|--|
| ✓ Microsoft Office (Word, Excel, PowerPoint)        | ✓ UI Design (Figma)                                    |
| ✓ Google Workspace (Docs, Sheets, Drive, Forms)     | ✓ Customer Service                                     |
| ✓ Data Entry and Documentation                      | ✓ Excellent written and verbal Communication Skills    |
| ✓ Basic skills in HTML, CSS, C#, Python, PHP, MYSQL | ✓ Attention to Details                                 |
|   | ✓ Ability to work independently or as part of the team |

## LANGUAGES

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- ✓ Tagalog (Native)
- ✓ English (Fluent)