

BERNADETH E. MAGTIBAY

magtibaybadeth@gmail.com | +63 926 7367 599 | [LinkedIn](#)
Victoria, Laguna 4011

SUMMARY

- 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

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

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

PROFESSIONAL EXPERIENCE

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

Civil Service Eligibility - Professional Level

Civil Service Commission | August 2024
86.09%

SKILLS

- | | |
|---|---|
| ✓ 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

- **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