

BERNADETH E. MAGTIBAY

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Barangka Ilaya, Mandaluyong City 1550 Metro Manila

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 SIENCE IN INFORMATION TECHNOLOGY

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

PROFESSIONAL EXPERIENCE

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

Civil Service Eligibility - Professional Level

Civil Service Commission

August 2024 | **86.09%**

Operating Systems Basics

Cisco Networking Academy

November 2025

SKILLS

- | | |
|---|--|
| ✓ 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

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