



Ruth Cerilo



0912 854 4006



co8.developer@gmail.com



Tondo, Metro Manila PH

ABOUT ME

I'm a passionate student web developer with a growing knowledge of HTML, CSS, and JavaScript. I enjoy building clean, responsive websites and learning how to bring ideas to life on the web. While still developing my skills, I've already created simple personal and project-based websites. I'm eager to continue learning and improving as I work toward becoming a full-stack developer.

EXPERIENCE

• 2024 - 2025

Antipolo City, Rizal (Remote)

OFFICE ASSISTANT

- Managed office supplies inventory, ensuring timely replenishment and organization to support daily operations.
- Handled incoming communications, including phone calls and emails, providing prompt responses and directing inquiries to appropriate staff members.
- Kept office supplies well organized and sufficiently stocked, placing orders promptly to replenish materials before depleted.

EDUCATION

• 2024 - 2028

Ermita, Manila

ADAMSON UNIVERSITY

- Bachelor of Science in Information Technology

SKILLS

- HTML & CSS
- Office administration
- Database management
- Microsoft Office
- Creativity
- Customer service
- Prioritizing work
- Googles Workplace

INTERESTS

- HTML & CSS
- Office administration
- Database management
- Microsoft Office
- Creativity
- Customer service
- Prioritizing work
- Googles Workplace