

# MARY GRACE P. ALVAREZ

IT STUDENT

#38-B Malinis St. Lawang Bato, Valenzuela City | gracepalen Alvarez@gmail.com | 09052633119



## PROFILE

A third-year Information Technology student at Pamantasan ng Lungsod ng Valenzuela with hands-on experience in software installation, basic troubleshooting, and hardware support. Skilled in designing and editing videos and photos using various multimedia tools. Currently seeking an On-the-Job Training (OJT) opportunity to apply and further develop technical and creative skills in a professional setting. Committed to completing 486 hours of supervised industry-based training as part of the academic curriculum.



## SKILLS

### Technical Skills

#### Workplace Tools & Communication

- Google Workspace
- Microsoft Office
- Discord
- Trello
- Microsoft Teams
- Zoom

#### Photo and Video Editing

- Adobe Premiere Pro
- Adobe Photoshop
- Adobe Lightroom
- Filmora
- Canva
- Picsart

### Soft Skills

- Basic Troubleshooting
- Teamwork & Collaboration
- Information & Documentation Skills



## ACADEMIC PROJECTS AND EXPERIENCE

### Edit & Design

- Designed branding elements, visual assets, and audio components for a tabletop and hybrid game
- Edited educational videos for academic use
- Assisted in planning and structuring design layouts and mockups for an app development project

### Project Roles

- Contributed actively to the design, development, and documentation of academic and capstone projects
- Facilitated effective team communication and collaboration using Microsoft Teams, Google Workspace, and Discord
- Managed and coordinated team tasks and progress related to ongoing project development



## SEMINARS

### Scrum 101: An introduction

- Pamantasan ng Lungsod ng Valenzuela, April 2024

### EnGamed: Introduction to Game Engines

- Pamantasan ng Lungsod ng Valenzuela, April 2024

### Beyond the Clouds: Unlocking Limitless Potential through Cloud Computing Strategies

- Pamantasan ng Lungsod ng Valenzuela, April 2024

### Future: Navigating the Landscape of Cybersecurity Essentials.

- Pamantasan ng Lungsod ng Valenzuela, April 2024

### What is Data privacy and how it works

- Pamantasan ng Lungsod ng Valenzuela, April 2024



## EDUCATION

### Bachelor of Science in Information Technology

Pamantasan ng Lungsod ng Valenzuela

2022-PRESENT

### Senior High School - General Academic Strand (GAS)

Lawang Bato National High School

2020-2022

## REFERENCE

### MR. KENMAR BERNARDINO

IT Department chairperson at PLV

Email: bernardinokenmar1731@gmail.com