



# BERNADETH MAGTIBAY

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- Brgy. San Benito, Victoria, laguna 4011

## EDUCATION

### Bachelor of Science in Information Technology

Laguna State Polytechnic University – Sta. Cruz Campus  
2022 – Present

### High School Education

Masapang Integrated National High School  
2019– 2020

### Elementary Education

Teodoro C. Dator Memorial Elementary School  
2013– 2014

## SKILLS

- Customer Support
- Microsoft Office Suite
- UI/UX Design
- Critical Thinking
- Communication Skills
- Adaptability
- Problem-Solving
- Attention to Details

## LANGUAGE

- Filipino
- English

## PROFILE

Enthusiastic IT student with strong problem-solving, communication, and teamwork skills. Seeking an opportunity to leverage my technical knowledge in a dynamic role that bridges technology and business. Eager to contribute to projects that drive innovation and efficiency while gaining valuable experience.

## WORK EXPERIENCE

### Nextvas Inc.

August 2023

Customer Service Representative  
Calamba, Laguna

- Assisted customers with product inquiries, order processing, and account management.
- Maintained a high customer satisfaction rating by providing accurate and friendly support.

### National Irrigation Administration

December 2019  
– January 2020

Student Intern  
Pila, Laguna

- Assisted with organizing documents in the finance department
- Assisted with basic administrative tasks such as scanning, photocopying, and forwarding documents to other departments.

## ELIGIBILITY

### Career Service Exam Passer – Professional

August 2024

Civil Service Commission  
86.09%

I hereby certify that all the information above is true and correct.

  
Bernadeth E. Magtibay  
Applicant