JEWEL MAY C. RUIZ

Fredericksburg, VA 22401 | jewelmcr@gmail.com | +1 (571) 436-2431

SUMMARY

Aspiring IT professional eager to leverage technical skills and problem-solving abilities to contribute to organizational success. Passionate about hardware development, software development, and network management, with a strong foundation in programming and IT security.

WORK EXPERIENCE

Home Health Aide | BrightstarCare   January 2025 - February 2025

- Provided compassionate personal care to clients, assisting with daily activities such as bathing, dressing, and meal preparation. Monitored health conditions and offered companionship to enhance emotional well-being.

Access Control Officer | Sitemetric   March 2025 - Present

- Monitored and controlled access to secure facilities, ensuring safety protocols were followed and unauthorized individuals were denied entry. Conducted routine security checks and maintained accurate logs of visitor and employee access.

ON-THE-JOB TRAINING EXPERIENCE

Solution Intern | DNA Solutions Inc.   2023

- Manage day-in, day-out operations, creation of workplan, monitoring of tasks, reporting to management, ensuring all operations are carried on in an appropriate, find ways to increase quality of customer service. In charge of creating the company's website using PHP, CSS, BootStrap5, JavaScript, and Digital Ocean.

EDUCATION

Information Technology Major in Information Security | Lyceum of the Philippines University - Manila   2019 - 2024

- GWA: 1.60
- Studied different kinds of programming language such as C, C++, C#, Java, JavaScript, HTML, PHP, SQL.
- Capable of analyzing and troubleshooting system units, proficient in setting up and configuring network hubs, experienced in backing up and restoring data before and after reformatting

CERTIFICATIONS

- Certificate of Training in Computer System Services
- TESDA National Certificate II in Computer System Services
- TESDA National Certificate III in Visual Graphic Design
- Google Cybersecurity

- GLA: Intro to Cybersecurity
- GLA: Python Fundamentals for Beginners
- GLA: Data Management System
- Dean's Lister 2020-2024
- American Red Cross Adult CPR / AED
- Cum Laude A.Y. 2023-2024
- TOEIC Passer

ASSOCIATIONS / AFFILIATIONS

- Former Secretary at LPU Computer Society
- Former College Ambassador at LPU PAMANA
- Former COT Rep at LPU UNICEF Volunteers

- COT Student Government - Secretary
- COT Student Government - Vice President
- Committee for Documentations at LPU Pirate E-Sports

SKILLS

Technical Skills: Programming Languages (C, C++, JavaScript, HTML, PHP, CSS) , Database Management (SQL, MySQL, Firebase), Networking, Operating System (Windows), Software Development, Web Development, Networking Fundamentals (TCP/IP, DNS), Cybersecurity Concepts (CIA Triad, Phishing, 2FA), Command Line (Windows), Microsoft Excel , SIEM (basic understanding of Splunk), Virtual Machines (VMware, VirtualBox).