



KATE E. SERRANO

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📍 17-20 saint Luke b18 l8 Marycris homes Bucandala 3, Imus Cavite
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EDUCATION

BS Information Technology
Cavite State University
2020 – Present

TVL – ICT
Unida Christian College
2020 - 2022

SKILLS

- Management Skills
- Creativity
- Time Management
- Application of theories
- Product packaging
- Customer service
- Technical documentation

LANGUAGE

English

Tagalog

Summary

To work for an organization which provides me the opportunity to improve my skills and knowledge while contributing to the growth of the company. Motivated individual with strong work ethic and ability to work independently. Looking to utilize my skills in time management, preparation, and responsibility. Takes challenges with confidence and adaptability.

WORK EXPERIENCE

May 2022 – May 2022

Imus, Cavite

Intern

- Application of principles and theories taught in school
- Motivated team with strong work ethic and commitment
- Applied learned skills in real work situations

May 2022 – May 2022

Paulash & Burvon | Imus, Cavite

On-call packer

- Prepared and packed products for shipment
- Ensured accuracy and quality control
- Arranged items for efficient and safe packaging

November 2023

Barangay Health Mission - Brgy. Inocencio Trece Martires City

Volunteer Registration Assistant

- Provided basic guidance to participants on the registration process.
Collected and recorded personal details of participants.

CERTIFICATES

Computer Systems Servicing NC II

TESDA – February 19, 2026

Setting Up Computer Networks

TESDA – February 8, 2022

Installing and Configuring Computer Systems

October 19, 2021

Introduction to Content Creation

TESDA – February 19, 2026

REFERENCE

Janine Luz Canaveral

Customer Representative

Phone: 09912129892