






Paragas, Kylla Mae P.


BACHELOR OF SCIENCE IN INFORMATION
TECHNOLOGY UNDERGRADUATE

CONTACT

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 City Park Avenue, Sabang, Lipa
City, Batangas 4217

EDUCATION

Bachelor of Science in Information Technology

Undergraduate Studies
Batangas State University The National
Engineering University Lipa Campus
A. Tanco Drive, Maraouy, Lipa, Batangas 4217
2022 - Present

Science, Technology, Engineering and Mathematics Track (STEM)

Senior High School
Laguna College of Business and Arts
P. Burgos St., Brgy. 3, Calamba, Laguna 4027
2020 - 2022

Junior High School

Laguna College of Business and Arts
P. Burgos St., Brgy. 3, Calamba, Laguna 4027
2016- 2020

Elementary School

Jose Rizal Memorial School
7 Lopez Jaena St., Calamba, Laguna 4027
2009 - 2016

BIOGRAPHY

With self-motivation as my driving force, I, Kylla Mae P. Paragas, born and raised in Calamba, Laguna, is currently pursuing my undergraduate studies at Batangas State University The National Engineering University (The NEU) Lipa Campus, now in my second year of Bachelor Science in Information Technology. My fascination with technology stems from its transformative impact on society. With a keen eye for staying updated on the latest technology trends, I strive to remain flexible, competent, and strongly dedicated to this path, preparing myself for the role I aim to undertake with enthusiasm and proficiency.

LEADRSHIP EXPERIENCES

Vice President for External Affairs | 2023-2024

Junior Philippine Computer Society
Batangas State University The NEU Lipa Campus
A. Tanco Drive, Maraouy, Lipa, Batangas 4217

Demonstrated leadership and management skills by serving as Vice President for External Affairs of an IT-related organization, overseeing team meetings, coordinating projects, and managing team members.

Batch Representative | 2022 - 2023

Alliance of Informatics and Computing Sciences Students
Batangas State University The NEU Lipa Campus
A. Tanco Drive, Maraouy, Lipa, Batangas 4217

Utilized attention to detail and organizational skills to oversee administrative tasks, manage event logistics, and maintain accurate documentation within the organization.

WORK EXPERIENCES

Virtual Assistant | 2022 - 2023

Envoy Virtual Solution
Offered extensive administrative assistance, managing emails, appointments, and calendars. Provided top-tier customer service, promptly addressing inquiries, handling requests, and resolving issues across multiple communication platforms. Assisted in content creation, social media management, and project coordination, showcasing adaptability to efficiently meet client requirements.

SKILLS

Business Analytics

Familiar with GitHub for version control and SQL/PostgreSQL for database management, I extract valuable insights from complex data to drive informed decision-making and business growth.

Networking Technology

Skilled in configuring, troubleshooting, and optimizing network infrastructures for seamless operations. My expertise ensures reliable connectivity and efficient data transmission, supporting business continuity and growth.

Information Management

Excels in organizing, analyzing, and leveraging data to drive strategic decision-making and enhance organizational efficiency.