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## Objective

To leverage my Bachelor's degree in Information Technology and my extensive computer literacy skills in a challenging role where I can contribute to organizational success and further develop my professional abilities.

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## Education

Bachelor of Science in Information Technology  
Nueva Ecija University of Science and Technology  
2020 - 2024  
Academic Distinction Award  
Excellence Service Award, Cultural Performer (silver)

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## Certifications

Civil Service Professional Passer  
IT Specialist HTML and CSS  
Certiport, November 2023

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## Experience

LGU-Cabanatuan City, Treasurer's Office (Jan. – may 2024)  
Virtual assistant, Launching Campaign (email marketing) (Nov.2023-May2024)

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## Skills

Computer Literacy: Proficient in basic computer operations and software applications.  
Microsoft Office Suite: Skilled in Word, Excel, PowerPoint, and Outlook.  
Data Entry & Management: Efficient in accurate data entry and organization.  
Email Communication: Effective at professional email writing and management.  
Social Media Fundamentals: Knowledgeable in social media navigation and content basics.  
Tech Troubleshooting: Capable of resolving common hardware and software issues.

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## Expertise

Management Skills: Strong abilities in organizing and leading teams or projects.  
Creativity: Ability to think outside the box and come up with innovative solutions.  
Negotiation: Skilled in reaching agreements and resolving conflicts.  
Critical Thinking: Capable of analyzing situations and making informed decisions.  
Leadership: Experience in guiding and motivating team members.