



Lovely Medez

COLLEGE FRESHMAN

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#13 Blk 1 Lt 8 St. John St.,
Phase 1C, Pacita Complex 1,
San Pedro, Laguna

Brillo Semicon Plating Services

October 2019-Present

Part Time Encoder

I've been working part-time at BRILLO SEMICON PLATING SERVICES in San Pedro, Laguna since October 2019. As an Encoder, I handle tasks like inputting monthly expenses and receipts from 2019 onwards. I also type and send quotations to clients and make sure to print and file documents for future reference.

Mister Si-pa

April 2019

Part Time Service Crew

I worked part-time as a Service Crew at MISTER SI-PA in San Pedro, Laguna. My responsibilities include welcoming customers, taking their orders with a friendly attitude, and ensuring the restaurant stays clean. I also handle tasks like clearing tables and washing and sanitizing utensils to maintain a neat and hygienic dining space.

STI College Alabang

Present

College

Bachelor of Science in Information Technology

STI College Alabang

2022-2024

Senior High School

Information Technology in Mobile Application and Web Development

Pacita Complex NHS

2016

Junior High School

Grade 10

SKILLS

Computer Literacy

Basic Functions, Basic Troubleshooting, Microsoft Suite, Google Workspace, Canva, Social Media, Adobe, Data Encoding

Programming (Beginner)

Basic HTML, CSS, Java, JavaScript, mySQL, Android Studio

Machines Operated

Printer, Scanner, Projector

ACHIEVEMENTS & CERTIFICATION

STI Tagisan ng Talino 2024	Codefest - Champion Local Category
STI College Alabang 2023	Humble Humanitarian Award Most Outstanding Auxillary
Computer Society 2023	Officer of the Year Senior High School Representative
Alliance of Camera Enthusiasts 2023	Officer of the Year Communications Officer
STI Tagisan ng Talino 2023	Codefest - 1st Runner Up Local Category

CHARACTER REFERENCES

Romeo Lorenzo V. La Rosa
IT Department Head, STI College Alabang
0966-982-7587

Ma. Certeza G. Bulawan
Barangay Operator, Pacita 1 SPL
0932-742-2411

Marcela C. Saises
Retired Government Employee , Pacita 2 SPL
0918-940-7623