

MYCHELLE JANE DELA CRUZ MATIENZO

273 S De Guzman St. Parada Valenzuela City | matienzomychellejane@gmail.com | (+63) 997 5170 510

SUMMARY

Enthusiastic and quick-learning Information Technology student with basic knowledge in networking, website development, programming, system administration, and multimedia editing. Familiar with core IT concepts and tools, with hands-on experience through academic projects. Eager to gain practical experience in a professional environment, contribute to team success, and continue developing technical and problem-solving skills in real-world scenarios.

PROFESSIONAL EXPERIENCE

Data Encoder, 3S Center Dalandanan	Jan 2023 - June 2023
<ul style="list-style-type: none">Assisted in handling and encoding community complaints at the 3S Center Dalandanan, contributing to smoother operations and reducing the administrative workload of the staff.Assisted plaintiffs at the 3S Center Dalandanan by guiding them through the complaint process for efficient case handling.	
Volunteer Duty, Office of the Registrar (PLV)	Oct 2024 - Sept 2024
<ul style="list-style-type: none">Assisted students in the computer laboratory with the evaluation process of professors, ensuring smooth and accurate completion of online forms.Troubleshoot and resolved computer issues during evaluations to ensure uninterrupted and efficient student participation.	

PROJECTS

Ante, Quality Assurance	April 2025 - May 2025
Pamantasan ng Lungsod ng Valenzuela	
<ul style="list-style-type: none">Developed a turn-based tabletop RPG game using Unity.Combines classic TTRPG mechanics with interactive digital features.Includes customizable characters, immersive storytelling, and strategic combat.	
A Silent Departure, Project Manager	Oct 2024 - Dec 2024
Pamantasan ng Lungsod ng Valenzuela	
<ul style="list-style-type: none">Created a short animated film using Blender for a multimedia class.Focused on visual storytelling without dialogue to portray emotion and loss.Contributed to modeling, animation, and scene composition.Demonstrated skills in 3D design, cinematic pacing, and creative collaboration.	
Casus, Editor/Quality Assurance	Oct 2024 - Dec 2024
Pamantasan ng Lungsod ng Valenzuela	
<ul style="list-style-type: none">Contributed to a tile-based tabletop game by designing gameplay strategies and managing game flow.Enhanced player experience through creative collaboration and teamwork.	

StormAid, Documentation Lead

Aug 2024 - Present

Pamantasan ng Lungsod ng Valenzuela

- Developed StormAid, a smartphone app for real-time, crowd-sourced disaster damage reporting and evacuation management in Valenzuela City.
- Integrated geotagging and offline reporting features to enhance situational awareness and maintain communication during typhoons.
- Collaborated with Alert Center Valenzuela to improve coordination between emergency responders, local government units, and affected communities.
- Enabled faster disaster response and resource allocation by providing real-time data and facilitating community participation.

TECHNICAL SKILLS

Data Analysis	Ui/UX Design	MS Excel/Google Sheets Proficiency
Documentation	Multimedia	MS Word/Google Docs Proficiency
Basic Web Development	Basic C#	MS PowerPoint Proficiency
Troubleshooting	Networking	System Administration
Hardware/Software Installation		

SOFT SKILLS

Team Player	Accountable	Responsible	Communicable
Analytical Thinking	Logical Reasoning	Fast Learner	Can work Under Pressure

EDUCATION

Bachelor of Science in Information Technology

Aug 2022 - Present

Pamantasan ng Lungsod ng Valenzuela

- Studies general knowledge in the field of Information Technology.
- On going Capstone Project regarding immediate emergency response in Valenzuela City.

Science Technology Engineering Mathematics (SHS)

Aug 2020 - June 2022

Our Lady of Fatima University

- Completed Senior High School under the STEM (Science, Technology, Engineering, and Mathematics) Strand.
- Gained foundational knowledge in mathematics, physics, chemistry, and information technology.
- Developed critical thinking, problem-solving, and analytical skills through science and tech-based coursework and projects.

Junior High School

June 2016 - March 2020

General Tiburcio De Leon National Highschool

- Served as a student teacher for AutoCAD during junior high school, assisting classmates with basic drafting and design concepts.
- Demonstrated strong understanding of 2D design tools and provided peer support in using AutoCAD software.
- Helped improve class performance by guiding students through hands-on exercises and troubleshooting technical issues.

REFERENCES

- **Office of the Registrar**

Pamantasan ng Lungsod ng Valenzuela

Maysan Road corner Tongco Street, Maysan, Valenzuela City, Valenzuela, Philippines

plvadmissions@gmail.com

8352 7000 local 125.

- **3S Center Dalandanan**

MA'AM GHI

Admin Officer

190 MacArthur Hwy, Valenzuela City, 1443 Metro Manila

+632 444-4863, +632 456-6412