

MYCHELLE JANE DELA CRUZ MATIENZO

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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

- 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

- 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

- 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

- 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

- 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

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|--------------------------------|--------------|------------------------------------|
| 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

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|---------------------|-------------------|--------------|-------------------------|
| 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

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8352 7000 local 125.

- **3S Center Dalandanan**

MA'AM GHI

Admin Officer

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