

# MELVIE MAY H. GO

Bacolod City | gomelviemay@gmail.com



## BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Enthusiastic and dedicated third-year student at AMA College, actively seeking an On-the-Job Training opportunity to leverage academic knowledge in a real-world setting. Eager to contribute to the success of the organization while gaining practical experience and enhancing skills through continuous learning and application.

## WORK EXPERIENCE

### DEPARTMENT OF TOURISM OFFICE

2018 - 2019

- Worked as an OJT at the tourism office during senior high school
- Learned how to arrange schedules for various tours and activities
- Guided and toured guest around the city and introduced them to the local culture
- Demonstrated excellent communication and customer service skills
- Handled and compiled documents related to tourism operations

## SKILLS

- Effective Time Management
- Skilled in Microsoft Office
- Customer Service
- Basic Web Development
- Created Digital Designs using Adobe Suite
- Fast typist at 80 WPM
- Managed multiple projects

## EDUCATION

### Dona Hortencia Salas Benedicto National High School

2018

Junior Highschool

### La Consolacion College Bacolod

2020

Senior Highschool - TVL - Specialized in Tourism Management

### Ama College Bacolod

2021 - Present

Bachelor of Science in Information Technology

## INTERESTS

- Content Creation
- Photo and video editing
- Gym
- Games
- Travel
- Digital Photography
- Troubleshooting Computers

## AWARDS

- Academic with Honors (Junior Highschool)
- Academic with Honors (Senior Highschool)

## PROJECTS

- <https://github.com/melvsgo>