



NICOLE FRANCES MENESES

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OBJECTIVES

Seeking an internship position and a passionate computer science student eager to apply theoretical knowledge in real-world settings through an internship opportunity. Committed to learning and developing skills while contributing positively to a collaborative team environment.

EXPERIENCE

STUDENT ASSISTANT

2022-2023

- Assist students, faculty, and visitors with inquiries and direct them to the appropriate resources.
- Assist with basic technical issues related to computer systems, software, or other equipment.
- Provide administrative support to faculty, staff, or department heads.

WORK EXPERIENCE

• CUSTOMER SERVICE REPRESENTATIVE

Intouch CX – Seasonal Retail Account

Nov 2023 – Dec 2023

- Respond to customer inquiries and requests promptly and professionally via phone.
- Provide accurate and detailed information about products, services, and company policies.
- Process orders and ensure timely delivery.

EDUCATION

2021 – PRESENT

UNIVERSITY OF CALOOCAN CITY

BACHELOR OF SCIENCE IN **COMPUTER SCIENCE**

- Vice President of the Class – 2nd Year (SY. 2022-2023)
- 4th Place – Interskill 2024 (PC Disassembly and Assembly)



GITHUB ACCOUNT

[nicolefranz](#)

SKILLS

Programming Language

- C#
- PHP
- JavaScript
- Java

Markup Language

- HTML
- CSS

Framework

- Bootstrap

Database Management

- mySQL

Creative Tools

- Figma
- Canva
- Capcut

Microsoft Office

- Word
- Excel
- Powerpoint

PERSONAL SKILLS

- Strong Communication
- Adaptability
- Problem-Solving
- Time Management
- Attention to Detail
- Adaptability and Quick Learning
- Customer Service

Thank you!