



# NIÑO LUCERO

## ABOUT ME

My journey into the world of web development and graphic designing began with an interest of curiosity that soon turned into a full-blown passion. And I am constantly learning and researching new technologies.

## CONTACT

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- 📍 Philippines, South Cotabato, General Santos City, 9500

## TECHNICAL SKILLS

- Web Development
- Data Entry and Accuracy
- Graphic Design
- Computer and Administration

## PROFESSIONAL SKILLS

- Teamwork
- Creativity
- Openness to learning
- Critical Thinking
- Flexibility
- Emotional intelligence
- Adaptability

## WORK EXPERIENCE

### • OJT - ADMINISTRATIVE DATA ENCODER

#### GENERAL SANTOS CITY – POST OFFICE

2023

As an Administrative Data Encoder at the General Santos City Post Office, I played a role in the accurate processing of outgoing, incoming, and Return to Sender (RTS) mail data into the database. I conducted data validation, ensuring the precision of addresses, tracking information, and other critical data. By categorizing items with precision.

### • JOLLIBEE - SERVICE CREW

#### SM CITY GENERAL SANTOS

2019

Serving the needs of customers in the restaurant. providing help and assistance in the kitchen when such is needed. Doing standard practices where the customers could have a clean environment for them to eat and relax

### • FREELANCE - GRAPHIC DESIGNING

#### GENERAL SANTOS CITY

2019

Infographics, Data Encoding, T-shirt Design, and Logo design

### • WORK IMMERSION

#### DOCTORS HOSPITAL – GENERAL SANTOS CITY

2018

Assisting patients at the X-ray facility.

## EDUCATION

### STI COLLEGE – GEN. SANTOS INC.

#### Bachelor of Science in Information Technology

2019 - 2023

### NEW ERA UNIVERSITY GSC-BRANCH

#### Junior / Senior High School Diploma

2013 - 2019