

Divina Joyce C. Enero

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EDUCATION:

Bachelor of Science in Computer Engineering
Graduated With Honor: Cum Laude (GWA: 15956)
Batangas State University- The National Engineering University
2020-2024

- **Data Structures and Algorithms:** Developed a strong foundation in problem-solving and optimizing software performance.
- **Operating Systems:** Studied the fundamentals of OS design, including process management, memory management, and file systems.
- **Internet of Things (IoT):** Explored IoT architecture, protocols, and applications, focusing on connecting and managing devices in a cloud environment.
- **Human-Computer Interaction:** Explored user interface design principles, user experience (UX) best practices, and usability testing.
- **Artificial Intelligence:** Gained a basic understanding of AI concepts, including machine learning, neural networks, and data analytics.
- **Web Development:** Acquired skills in front-end and back-end web development, including HTML, and CSS.

STEM STRAND
Graduated With Honor and Conduct Award
Lipa City Senior High School
2018-2020

PROFESSIONAL EXPERIENCE:

UI & UX Designer OJT
8Box Solutions Inc, Metro Manila
February 2024- May 2024

- Trained and enhanced skills in website design, focusing on layout creation, interaction design, wireframes, and prototypes.
- Collaborated with a team to develop and execute the overall design of a client's website.
- Independently designed projects such as a magazine and an online poster for a client.

Virtual Assistant
Widget Tree (Remote)

June 2020- November 2020

- Engaged with potential customers through email and Facebook Messenger to address inquiries and provide information via chat with potential customers via email and Facebook messenger.
- Contacted customers by phone to confirm orders and ensure accuracy.
- Promoted the shop by posting advertisements on social media, contributing to increased customer engagement.
- Coordinate and schedule appointment for my client with bot their buyers and suppliers.

LEADERSHIP AND ACTIVITIES:

Vice President of the YES-O Organization

2017-2018

- **Oversaw Environmental Initiatives:** Managed and led a number of environmental campaigns, like as recycling drives, and community clean-up days, which raised student awareness and engagement.
- **Organized Events:** Coordinated and planned school-wide activities to promote environmental awareness,
- **Visibility for YES-O Projects:** The group established efficient channels of communication, such as frequent meetings, newsletters, and social media updates.
- **Leadership Development:** Created leadership training sessions and mentored younger members to support the school's upcoming generation of environmental leaders.
- **Implemented Innovative Environmental Solutions:** Reduced trash output by establishing waste segregation methods in schools.

FOCUSED SKILLS:

- **Technical Skills:**
 - **Programming Languages:** Python, Java, C++, HTML, CSS
 - **Software:** Microsoft Office Suite (Word, Excel, Powerpoint), Apache NetBeans, AutoCAD, Figma, Canva, Airtable
 - **Cloud Platforms:** Saturn Cloud
- **Analytical Skills:**
 - **Data Analysis:** Excel
 - **Problem-Solving:** Root Cause Analysis
- **Customer Service Skills**
 - **Social Media Management:** Responding to customer inquiries/comments on Facebook Ads.
 - **Chat Management:** Managed and maintained company communications via Facebook Messenger, ensuring timely and accurate responses to customer questions.
 - **Order Confirmation:** Conducted calls to buyers to confirm and recognize orders, ensuring all details are accurate before processing.
- **Communication Skills:**
 - **Written:** Technical Writing, Report Writing
 - **Verbal:** Public Speaking, Presentation Skills
 - **Languages:** Filipino (Native), English (Fluent)

GENERAL SKILLS:

- **Academic Excellence:** Demonstrated ability to excel in challenging coursework.
- **Communication Skills:** Exceptional written and verbal communication skills.
- **Problem-Solving:** Strong analytical and troubleshooting skills, with experience in debugging and optimizing code.
- **Teamwork and Collaboration:** Experience working in cross-functional teams, with strong communication and teamwork skills.
- **Time Management:** Able to manage multiple projects and tasks effectively, ensuring timely completion of deliverables.
- **Adaptability and Resilience:** Capacity to adapt to new environments and challenges.