

# ANDREA D. LONGCOP



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## PERSONAL OVERVIEW

I am a third-year BSIT student focused on the practical application of computer and telecommunication systems. My studies prepare me for IT careers in software and hardware management, as well as system support and networking. I am a hardworking and dedicated individual, always eager to improve my skills, knowledge, and abilities. While studying, I am committed to taking on responsibilities and challenges in a company that values hard work and trust.

## SKILLS

- Strong work ethic and dedication
- Self-motivation and willingness to take initiative
- Fast learner with adaptability to new technologies
- Customer service and client interaction
- Leadership and ability to take responsibility

## EDUCATION

### SENIOR HIGH SCHOOL

**TVL - Information and Communications Technology (ICT)  
Strand**

St. Ignatius Balibago Technical Institute Academy | 2020-2022

### TERTIARY

**Bachelor of Science in Information Technology (BSIT)**

Cavite State University - Silang Campus | 2022 - Present

## EXPERIENCE

### STUDENT ASSISTANT

**Cavite State University - Silang Campus |  
2022 - Present**

- Assisted in daily tasks assigned by faculty or staff.
- Helped in organizing materials and maintaining cleanliness in assigned areas.
- Learned to manage responsibilities while balancing academic workload.

### SERVER

**Binalot Eatery - Pala Pala Dasmariñas City | DEC 2024**

- Provided excellent customer service by taking orders, answering menu questions, and ensuring a positive dining experience for customers.
- Managed multiple tables, ensuring timely delivery of food and beverages while maintaining a high standard of service.
- Maintained cleanliness and organization of the dining area, ensuring a safe and welcoming environment for guests.

Available upon request.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

**LONGCOP, ANDREA D.**