Reymart C. Bolasoc,
Office of the University Registrar, IT Division
Acting Coordinator

Dear Mr. Bolasoc,
This email is in regard to my interest in applying as an internship trainee at your firm. I am a fourth-year student at Centro Escolar University Malolos pursuing a bachelor's degree in information technology; an aspiring front-end developer who enjoys connecting ideas from various disciplines, people from various teams, or applications from various industries. I have a strong technical background as well as an academic background in web and graphic design.

During my undergraduate studies, I served as a university student council assistant auditor, research forum coordinator/chairperson, and university wide organization vice president for peer facilitators, coordinating institute-wide leadership and research events for hundreds of students. I had the chance to apply for TESDA NCII Computer Systems Servicing Certification.

Assuming that I'll be graduating in May 2023 and am looking for full-time front-end development, web, and graphic design positions. Please contact me at **business.ralphmariano@gmail.com** if you have any questions.

Sincerely,
Ralph Jimel Mariano

Attached below is my resume.

MARIANO, RALPH JIMEL T.

#399 Purok 2, Lumangbayan, Plaridel, Bulacan | 0939 (257) 5798
business.ralphmariano@gmail.com
www.linkedin.com/in/ralphmariano

EDUCATION

Tertiary
Centro Escolar University   **Malolos, Bulacan**
Bachelor of Science in Information Technology   *Aug 2019 – June 2023*
- Organizations/Awards:
  Asst. Auditor - University Student Council
  External Vice President – Peer Facilitators Group
  Leadership Award
  President's Lister
  Dean's Lister

WORK EXPERIENCE

Citizens Disability   **Waltham, MA (Baliuag, Bulacan Remote Office)**
Intake Specialist   *April 2018 – September 2018*
- Handled inquiries for health insurance verification.
- Receiving phone calls and administering medical billing tasks.
- Performed verifying, processing, and correcting insurance claims that may have been rejected or subject for expedition.
- Arranging medical records for our clients (including their Doctor's Information and medications.)

Fiverr
Part-Time Graphic Designer   *August 2021 – Present*

Centro Escolar University Malolos (Office of the Registrar)
Internship Trainee
- Developing an integrated system wherein companies from around the world can verify whether an applicant is a bonafide alumni of Centro Escolar University. (Manila, Makati, Malolos).
- Front-End developer of the website (currently developing)

CERTIFICATES

National Certificate II in Computer System Servicing   **Caloocan City, Philippines**
Technical Education and Skills Development Authority (TESDA)   *December 2019 – December 2024*

SKILLS

- **Front-End:** HTML5, Bootstrap, Cascading Style Sheets, JavaScript
- **Back-End:** PHP, MIT Scratch, Java
- **Database:** MySQL, MariaDB, MongoDB
- **DevOps:** Git, GitHub, GitLab
- **Graphics and Design:** Adobe Photoshop, Adobe InDesign, Adobe Premiere Pro, Adobe Illustrator, Adobe Animate
- **Applications:** MS Office, Cisco Packet Tracer, Visual Studio Code, Robo3T, Sublime Text, Atom, Netbeans, VirtualBox

Character reference will be provided when requested. I hereby certify that the information above is true and correct.