



RITCHELLE T. RUERAS



09709573613



ritchellerueras@gmail.com



linkedin.com/in/ritchelle-rueras/



1151-I I. Delos Reyes St., Sampaloc, Manila

ABOUT ME

To be able to work and apply my analytical, organizational, and technical skills in a dynamic work environment that fosters professional growth, while contributing to process efficiency and quality improvement.

PERSONAL INFO

Name : RITCHELLE T. RUERAS
Birth : 22th May 2001
Language : English, Filipino. Cebuano
Phone : 09709573613
Email : ritchellerueras@gmail.com
Address : Gigaquit Surigao del Norte,
Surigao City

EDUCATIONS

2013
2014 • **SURIGAO EDUCATION CENTER**
ELEMENTARY

2017
2018 • **UNIVERSITY OF SAN CARLOS**
JUNIOR HIGH SCHOOL

2019
2020 • **SURIGAO DEL NORTE NATIONAL HIGH SCHOOL**
SENIOR HIGH SCHOOL

2021
2025 • **TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES**
BACHELOR OF SCIENCE IN INFORMATION SYSTEM

EXPERIENCE

- **Mariana Academy of Maritime Studies, Inc.**
On-the-Job-Training
Quality Management Department
2025
 - Managed and organized documents
 - Assisted in maintaining digital records and data entry.
- **SEADON MARITIME SERVICES**
OFFICE STAFF
 - Managed social media pages
 - Addressed seafarer inquiries.
 - Enrolled seafarers in training.

SKILLS

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Database Management (MySQL, JAWSDB)
- Web & App Development (React.js, React Native, PHP)
- Basic Programming Knowledge (C, C++, Python, JavaScript)