

# RICA M. DOMINO

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## CAREER OBJECTIVE

Fresh BSIT graduate with strong communication and technical skills, experienced in training and assisting users in digital tools. Adaptable to fast-paced environments and eager to provide excellent customer service while supporting company objectives.

## WEBINARS/SEMINAR/PROGRAM/TRAINING ATTENDED

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|---|---|
| • <b>DUY'AP TechTalk Extension Project: Microsoft Publisher Training</b><br>Central Bicol State University of Agriculture- Sipocot  | <b>16 Training Hours</b><br><b>October 5 &amp; 12, 2024</b> |
| • <b>System Administration and Maintenance,<br/>Networking II (Work Immersion)</b><br>Mambulo Nuevo National High School  | <b>32 Hours</b><br><b>March 19–22, 2023</b>                 |
| • <b>Cybersecurity: Empowering Every Digital Explorer</b><br>Department of Information and Communications Technology –<br>MIMAROPA, Occidental Mindoro                                | <b>September 23, 2023</b>                                   |
| • <b>Promoting Livelihood Opportunities Through ICT Training<br/>Among Out-of-School Youth: Digital Printing Technology</b><br>Central Bicol State University of Agriculture- Sipocot | <b>16 Training Hours</b><br><b>November 18–19, 2022</b>     |
| • <b>Empowering the Youth through Information and Communications<br/>Technology Proficiency Training</b><br>Central Bicol State University of Agriculture- Sipocot                    | <b>16 Training Hours</b><br><b>April 9-10, 2022</b>         |

## WORK EXPERIENCE / OJT

### IT Intern / OJT Trainee – Office of Extension Training Services

CBSUA – Sipocot | Sept 2024 – Jan 2025

- Facilitated digital literacy training for 20+ LGU staff and barangay officials, improving their productivity through Google Workspace adoption.
- Delivered one-on-one technical assistance, resolving 95% of participant issues on-site.
- Designed easy-to-understand training manuals, leading to smoother adoption for non-technical users.

## EDUCATION

### Bachelor of Science in Information Technology

CBSUA – June 26, Sipocot | 2021–2025  
Impig, Coloy Coloy, Sipocot, Camarines Sur

## CERTIFICATE / AWARD

### Special Commendation for Extension

Awarded for outstanding contribution in ICT community training programs. CBSUA Sipocot, 2025

## SKILLS

### Technical Skills

- MS Word, Excel, PowerPoint, Google Workspace
- Canva Pro, Photoshop Basics
- File and Data Management

### Soft Skills

- Communication & Listening
- Confidentiality & Data Handling
- Time Management and adaptability

## CHARACTER REFERENCE

### • DENNIS C. GABON

OJT Coordinator

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### • GILDA J. TAUPA

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