

RITTER PADIN

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ritter-portfolio.vercel.app

SUMMARY

Detail-oriented Information Technology undergraduate with experience in payment processing, transaction analysis, and operational reporting. Skilled in Excel, documentation, and supporting process-driven teams in fast-paced environments. Seeking a challenging role where analytical and technical skills can contribute to efficient business operations.

WORK EXPERIENCE

Settlement Officer — Pearl Pay

March 2025 – October 2025

- Managed settlement and dispute transactions
- Maintained accurate transaction records and basic reconciliation reports
- Cross-checked internal records against partnered banks.

Payment Processing Analyst — Interactech Solutions Inc.

June 2023 – February 2025

- Analyzed payment and transaction data to identify potential fraud and discrepancies
 - Managed high volume payments during peak periods while maintaining accuracy.
 - Prepared reports and documentation to support internal reviews and audits
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EDUCATION

Bachelor of Science in Information Technology

Undergraduate

Cebu Institute of Technology – University

- Coursework in Software Development and Data Analytics
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ADDITIONAL INFORMATION

- **Technical Skills:** Microsoft Excel (data cleaning, basic formulas, reporting), Documentation & Reporting, Transaction Processing, Basic SQL, Figma (basic UI wireframing), Zapier (No-Code Automation & AI workflows)
- **Languages:** English, Filipino
- **Certifications:** Huawei Talent Certificate – Information Representation and Data Organization, NC II – Electronics Products Assembly and Servicing, Data Visualization, EF SET English Certificate (C1 Advanced)