



Profile Summary

Full Name: Ruel F. Machete

Date of Birth: June 5, 2004

Age: 21

Civil Status: Single

Citizenship: Filipino

Religion: Catholic

Language

English

Filipino

Contact

✉ ruelmachete05@gmail.com

☎ +63 915 185 3616

📍 Purok 5 Dampol, Plaridel,
Bulacan

Ruel F. Machete

Service Crew

About Me

Driven and detail-oriented 4th year BS Information Technology student with a solid foundation in communication, leadership, and teamwork. Skilled in financial management, strategic thinking, and digital tools. Actively engaged in academic and organizational activities, with a strong passion for continuous improvement and professional growth.

Soft Skills

- Leadership
- Public Speaking
- Critical Thinking
- Time Management
- Adaptability
- Conflict Resolution
- Creativity
- Problem-Solving

Technical Skills

- Microsoft Office (Word, Excel, PowerPoint)
- Basic Networking (CISCO Certified)
- Google Workspace Tools (Docs, Sheets, Slides)
- Canva (Content & Poster Design)
- Video Editing Tools (e.g., CapCut, Filmora)
- Basic Programming (Java, Python, C++)
- Familiarity with Microsoft Word tools and formatting
- Typing Speed: 50+ WPM

References

Dr. Edna Dayao

Dean, CITE - La Consolacion University Philippines

Phone: +639559177785

Email: edna.dayao@email.lcup.edu.ph



Ruel F. Machete

Service Crew

Education

Tertiary

La Consolacion University Philippines

Bulihan, Malolos City, Bulacan
2022 – Present

Secondary Education

Senior High School (SHS)

ABE International Business College – Malolos

Bulihan, Malolos City, Bulacan
2021–2022

Junior High School (JHS)

Dampol 1st National High School

Dampol, Plaridel, Bulacan
2016–2020

Primary Education

Dampol Elementary School

Dampol, Plaridel, Bulacan
2009 – 2016

Achievements

- Batch Salutatorian, SHS (2021–2022)
- With High Honors – SHS (2020–2022)
- With Honors – JHS (2017–2020)
- CISCO Certification (2020–2021)
- Microsoft Office Specialist Certification (2022–2023)
- Dean's Lister – Silver Medalist (2022–2024)
- Conduct Awardee (2016–2018)
- 2nd Place – Short Film Contest (2023–2024)
- 2nd Place – Araling Panlipunan Quiz Bee (2019–2020)
- Outstanding in Social Science (2019–2020)

Leadership & Organizational Involvement

- President – Junior Philippine Student Society for Information Technology Education (2024–2025)
- Vice President for Finance – JPSSITE (2023–2024)
- Oversaw organizational finances, managed budgeting, and supported event planning.
- Host – JPSSITE Events (2023–2024)
- Served as master of ceremonies for academic and student activities.
- Helped coordinate and execute IT-related competitions and student events.
- Host – Microsoft Word Workshop (2023)
- President – Araling Panlipunan (A.P) Club (2019–2020)
- Maintained documentation and assisted in organizing activities.
- Auditor – MAPEH Club (2016–2017)
- Monitored simple financial records and helped with club responsibilities.
- Committee Member – A.P Olympics (2020)
- Representative – Leadership Training (2017 & 2020)
- Public Information Officer – Grade 7 (2016–2017)
- Auditor – Grade 7 (2016–2017)