



RUFFA MAE L. ARAÑEZ

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Purok - 7, San Antonio, Ozamiz City

ruffamae.aranez@lsu.edu.ph

SOFT SKILL

- Leadership
- Teamwork and Collaboration
- Time Management
- Attention to detail
- Flexible
- Communication
- Adaptability
- Problem Solving

TECHNICAL SKILL

- **Programming Languages**
 - PHP, C++, C#, C
- **Web Technologies**
 - HTML, CSS, JAVASCRIPT
- **Framework:**
 - Tailwind, Larvael, Bootstrap, ReactJS, VueJS
- **Version Control**
 - Git/Github
- **Data Visualization:**
 - PowerBI, Google Sheets, Excel
- **Database**
 - MySQL
- **Office Tools**
 - Microsoft Office Suite
 - Google Workspace

CERTIFICATE

Philnits IP Passer

Topcit Level 3

OBJECTIVE

To utilize my skills and expertise to contribute effectively to the organization's success. My goal is to support organizational objectives by delivering innovative and efficient solutions. I am committed to continuous learning and professional growth to maximize my contributions.

EDUCATION

La Salle University - Ozamiz (Tertiary)

Bachelor of Science in Information Technology
2021 - 2025

San Antonio National High School (Senior High)

Accounting, Business, and Management
2018 - 2025

San Antonio National High School (Junior High)

2014 - 2018

San Antonio Elementary School (Primary)

2008 - 2014

EXPERIENCE

Data Scraper

Freelance

Dec 2022 - Sept 2024

- Extract and organize relevant information from websites for various clients.
- Deliver clean, formatted datasets to meet client specifications and project deadlines.

December 5, 2024

DEPARTMENT OF EDUCATION (Ozamiz)

IBJT Compound, Carangan, Ozamiz City
7200, Misamis Occidental

Dear Ma'am/Sir,

I am Ruffa Mae L. Arañez, a fourth-year Bachelor of Science in Information Technology student at La Salle University—Ozamiz. I am writing to express my interest in an internship opportunity within the Department of Education in Ozamiz. I am eager to apply the knowledge and skills I have developed throughout my academic journey to contribute meaningfully to your organization.

With a solid foundation in web development, web design, and data management, I am confident that my technical abilities and enthusiasm will enable me to support your efforts to enhance the quality of education effectively through innovation, efficiency, and excellence. My academic experience has equipped me with hands-on skills in system design, development, and data management, which I believe will allow me to bring valuable insights and solutions to your projects.

I am highly motivated, adaptable, and ready to collaborate on initiatives that drive meaningful change in the educational sector.

I have attached my resume for your review and would appreciate the opportunity to discuss how I can assist in your initiatives. Please feel free to contact me at ruffamae.aranez@lsu.edu.ph or 09127883811.

Kind regards,

RUFFA MAE L. ARAÑEZ

Internship Applicant

December 5, 2024

DEPARTMENT OF EDUCATION (Ozamiz)

IBJT Compound, Carangan, Ozamiz City
7200, Misamis Occidental

Dear Ma'am/Sir,

I'm Aliza Nicole M. Gumapac, a fourth-year Bachelor of Science in Information Technology student at La Salle University. I'm writing to convey my interest in the internship opportunity at DepED Ozamiz that was shared by our teacher. I am delighted to contribute my talents and passion for technology to your organization's unique ideas.

Throughout my academic experience, I established a solid foundation in graphics and multimedia. I've completed courses relating to my program, which has given me the technical and analytical abilities required for this internship. Furthermore, my experience as an officer in several school organizations has polished my abilities to work successfully in teams, manage complicated problems, and adapt easily to unforeseen situations.

I am particularly pleased with DepED's mission and vision, and I am eager for the opportunity to use the skills I have in a dynamic, real-world situation. I am a quick learner, problem solver, and collaborative team member who feels I can provide value to the organization throughout my internship.

My resume, which includes more information about my background and credentials, is included. I would be pleased to hear more about how my skills and experience may match your team's needs. I appreciate you considering my application. I am grateful for the opportunity to work with DepED Ozamiz and gain great skills for my future profession. Yours sincerely, Aliza Nicole M. Gumapac

Kind regards,

ALIZA NICOLE M. GUMAPAC

Internship Applicant