



SHEKAINAH ASEJO ORPILLA

BS in Information Technology – Students

📍 3110-c Gumamela Ext., Gen. T. de Leon, Valenzuela City

📞 09683127664

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EDUCATION

Bachelor of Science in Information Technology

Present

Pamantasan ng Lungsod ng Valenzuela

Senior High School – STEM

2020

Our Lady of Fatima University

Junior High School

2018

Gen. T. de Leon Natinal High School

WORK EXPERIENCE

Pamantasan ng Lungsod ng Valenzuela – IT Office Technical Support

June – October 2025

- Assisting with Hardware and Software Installation
- Helping in setting up new computer systems
- Troubleshooting Hardware and Software issues
- Conducting System Maintenance and Update
- Participating in Hardware and Software management

Lexsys Technologies, Incorporated

Encoder

December 2024

- Maintained data accuracy by following established data entry standards and procedures
- Handled confidential information with care and discretion

SKILLS

HARD SKILL

DESIGN & UX/UI

- Blender (3D modeling)
- Figma (UI/UX design and prototyping)
- Canva (Design, prototyping and media)

OFFICE TOOLS

- Microsoft Word and Google Docs
- Microsoft Excel and Google Sheets
- Microsoft PowerPoint

FRONT-END DEVELOPMENT

- HTML/CSS

SOFT SKILL

- Written Communication
- Dependability
- Conflict Management
- Accountability
- Resilience
- Analytical Thinking
- Troubleshooting
- Patience
- Humility
- Perseverance
- Loyalty
- Work Ethic

References

Kristi Anne dela Peña

KUMON Center Owner/ KUMON Shorthorn St. Center

Phone: **09176731986**

Engr. Roberto F. Guinto

PLV IT Instructor

Phone: **09422670318**

Email: **robertoquintofranco@gmail.com**