



SHEKAINAH ASEJO ORPILLA

BS in Information Technology - Students

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

09683127664

shekainah.a.o@gmail.com

EDUCATION

Bachelor of Science in Information Technology Pamantasan ng Lungsod ng Valenzuela	Present
Senior High School – STEM Our Lady of Fatima University	2020
Junior High School Gen. T. de Leon National High School	2018

WORK EXPERIENCE

Pamantasan ng Lungsod ng Valenzuela - IT Office Technical Support June - October 2025	Lexsys Technologies, Incorporated Encoder December 2024
<ul style="list-style-type: none">Assisting with Hardware and Software InstallationHelping in setting up new computer systemsTroubleshooting Hardware and Software issuesConducting System Maintenance and UpdateParticipating in Hardware and Software management	<ul style="list-style-type: none">Maintained data accuracy by following established data entry standards and proceduresHandled 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