



Shania Mae S. Amurao

Disciplined and versatile Information Technology student with hands-on experience in web development and digital design, as well as in quality assurance and cashier roles in a family-owned food business. Strong communication and relationship-building skills, with proven expertise in scheduling, marketing, and client service. A dedicated professional, eager to work hard and excel in dynamic environments, with skills in technology, marketing, and customer relations.

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SKILLS

Self- Motivated

Organizational & Communication Skills

Detail Oriented

Digital Design

Web Development & Microsoft Office

Leadership

WORK EXPERIENCE

Customer Service Associate – VERSES

2017 – 2019

Indang, Cavite, PH

- Ensured food quality and hygiene standards met safety regulations.
- Addressed customer feedback to improve service quality and operational efficiency.
- Handled cash transactions and provided excellent customer service.

Remote Medical Administrative Assistant– SWABBER MD

2020-2021

Home-Based

- Managed appointment scheduling, social media marketing, and client inquiries.
- Contributed to improving patient satisfaction through efficient communication and scheduling.

EDUCATION

Cavite State University – Silang Campus

Bachelor of Science in Information Technology

Biga 1, Silang, Cavite, PH

2022 - Present

Saint Gregory Academy

Junior High School (Grades 7-10) & Senior High School (Grades 11-12)

Indang, Cavite, PH

2012 - 2018

HONORS & AWARDS

Consistent Honor Student (Junior - Senior High School)

Best in Oral Presentation (Senior High School)

Best in Research Paper (Senior High School)

Thesis Title: "The Role of Small Businesses in Poverty Alleviation in the Philippines"

EXTRACURRICULAR ACTIVITIES

Saint Gregory Academy | Indang, Cavite, PH

- President, Ecology Club
- Participant, Clean-Up Drive and Tree Planting

REFERENCES

Jose Velasquez

College Instructor

Cavite State University – Silang Campus

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Roy Amurao

Businessman

Co-owner, Verses

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Alyssa Delas Alas, MD

General Practitioner

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