



# VEENY REE MAE BAUTISTA

BSIT Student

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 Blk 4 Lot 17 Nagkamayan Upper Tuyo Balanga, Bataan

## EDUCATION

### Bataan Peninsula State University - Main Campus

*Bachelor of Science in Information Technology*

2022 - Present

### Bataan National Highschool

*Technical-Vocational-Livelihood, ICT Strand – Computer Systems Servicing (CSS)*

2020-2022

## EXPERTISE

- Documentation & Research
- Data & System Analysis
- Adaptability and Collaboration
- Project & Time Management
- Web Development (HTML, CSS, Java, MySQL)
- UI/UX Design (Figma, Wireframing, Adobe Animate)
- Microsoft Office Suite

## CERTIFICATION

### Microsoft Office Specialist: Word Associate (Microsoft 365 Apps, 2025)

Certified in creating and managing professional Word documents.

### Microsoft Office Specialist: PowerPoint Associate (Microsoft 365 Apps, 2025)

Proficient in designing and delivering impactful presentations.

### Microsoft Office Specialist: Excel Associate (Microsoft 365 Apps, 2025)

Skilled in organizing, analyzing, and visualizing data using Excel.

### IT Specialist – Network Security (2025)

Proven ability to protect and manage secure networks.

### IT Specialist – Device Configuration & Management (2025)

Skilled in configuring and maintaining digital devices.

### IT Specialist – Cybersecurity (2024)

Certified in securing systems and safeguarding data.

### Cyber Threat Management (2024)

Trained to identify and respond to cybersecurity threats.

### PMI Project Management Ready™ (2024)

Recognized for understanding key project management practices.

### IC3 Digital Literacy Certification GS6 Level 1 (2024)

Certified in essential digital and computer literacy skills.