

Nica Mae Pelaso

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SUMMARY

Result-oriented web designer, web developer, and administrative assistant. Proven ability to quickly learn and apply new technologies. Demonstrated experience in administrative tasks, web development, and customer service. Seeking a challenging role to leverage technical skills and contribute to team success.

EDUCATION

Bachelor of Science in Information Technologies with Highest Honors

Polytechnic Institute of Tabaco, Tabaco, Albay

August, 2022

- Relevant Coursework: Object Oriented Programming, Discrete Mathematics, Data Structures and Algorithms, Computer Graphics and Animation, Digital Systems Design, Fundamentals of Database Systems, Multimedia Designs and Application.
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EXPERIENCE

Cornerstone Investments

Social Media Data Scraper | May – June 2024

- Utilized data scraping techniques to extract relevant information including contact details, and property preferences.
- Collected and compiled over 400 potential homebuyer leads from various online real estate communities.
- Accurately inputted and organized collected data into Excel spreadsheets for further analysis.

Polytechnic Institute of Tabaco

Web Developer Intern | May – August 2022

- Designed and developed a school online enrollment page using HTML, CSS, and JavaScript
- Collaborated with faculty and staff to gather requirements and meet user needs.
- Conducted usability tests and incorporated feedback to improve user experience.

Globalink Internet Café

Internet Café Assistant | February 2018

- Assisted and utilized advanced computer skills to efficiently troubleshoot and resolve customer technical issues.
 - Facilitated the online booking process for customers by providing guidance and support to the users of the platforms, resulting in a 40% increase in online booking.
 - Ensured accuracy of customer's information by carefully reviewing and entering their data
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SKILLS

- **Technical Skills:** Figma, WordPress, WIX, HTML, CSS, JavaScript, Canva, MS Office (Word, Excel, PowerPoint), Google Sheets, Google Docs, and HubSpot

- **Soft Skills**
 - Strong communication and interpersonal skills.
 - Excellent time management and organizational skills.
 - Proven problem-solving skills and critical thinking skills.
 - Adaptability and flexibility in a fast-paced environment.
 - Attention to detail and accuracy.