

CHRISTINE B. DEFANTE

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🌐 <https://ckdefante.github.io/ckPortfolio/>

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OBJECTIVES:

To leverage my knowledge and skills in Information Technology to contribute to innovative projects and problem-solving initiatives

EDUCATION:

Primary:

Agnus Dei School Systems, Inc. (S.Y. 2007 - 2017)
282 Quezon St. Cuyab, San Pedro City, Laguna

Secondary:

AMA Computer College, ICT-TVL (S.Y. 2017 - 2019)
KM 32 National Highway Canlalay, Biñan, Laguna

Tertiary:

St. Louis Anne Colleges (*Bachelor of Science in Information Technology*) (A.Y 2021 - 2025)
Old National Highway, San Pedro City, Laguna

WORK EXPERIENCES:

Government Intern

Canlalay Barangay Hall St, Francis Biñan, Laguna — March 4, 2025 to June 10, 2025

- Handled daily administrative tasks such as scheduling meetings, organizing files, and managing correspondence.
- Assisted with data collection and research, and helped prepare reports and presentations for internal use.
- Handled clerical tasks such as scanning, photocopying, and organizing office supplies.

Rustan Supercenters, Inc. (Intern)

Shopwise-San Pedro, Laguna — November 25, 2019 to December 13, 2019

- Handled employee file management and assisted staff in organizing and locating HR documents.
 - Monitored daily attendance and assisted in payroll processing and timekeeping corrections.
 - Provided HR administrative support such as issuing documents, filing reports, and responding to employee concerns.
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PROJECT:

Framing Services Website

- As part of my thesis during my 4th year in college, I created a website using HTML, CSS, and JavaScript that showcased various types of framing materials through categorized images and interactive design.
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SKILLS

- Languages: C/C++, Javascript, Java, & HTML
- Strong installation and troubleshooting skills for hardware and software
- Proficient in Microsoft Word, PowerPoint, Excel, and Outlook
- Skilled in photo and video editing using various tools
- Able to multitask effectively in fast-paced environments
- Tech-savvy and quick to learn new systems and software

I hereby attest that the information is true and correct to the best of my knowledge and belief.


CHRISTINE B. DEFANTE
Applicant