

## LAICA MERZ JAVONILLO

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### Education

#### AMA Computer College

Bachelor of Science in Computer Engineering. GPA 1.22 Magna Cum Laude

Relevant Coursework: Programming, Data Structures and Algorithms, Computer Systems Engineering, Computer Architecture, Design of Operating Systems, Embedded Systems and Control Systems,

Design Project: IoT Security Robot with Real time Threat Detection and Alerts, Night Vision and Mobile Integration. (Research project)

Santiago Campus

October 2023

#### Southern Isabela College of Arts and Trades

Bread and Pastry Production NC II

Calaocan, Santiago City

August 2021

#### AMA Computer Senior High

STEM (Science, Technology, Engineering and Mathematics)

Santiago Campus

April 2019

### Experience

#### Southern Isabela Medical Center Office Productivity, Graphics, Technical Support & Networking Support (INTERN/ON-THE-JOB TRAINEE)

Southern Isabela Medical Center offers an immersive On-the-Job Training (OJT) program for Computer Servicing and Maintenance. Office productivity involves using software for efficient document creation, data management, and collaborative work. Graphics entails designing visual content for marketing and communication. Technical support helps users troubleshoot software and hardware issues. Networking support focuses on configuring and securing computer networks for reliable communication.

Rosario, Santiago City, Isabela

May 2023 – July 2023

#### Learghusa Philippines Immigration Services Documentation Staff and Graphic Designer

Responsible for collecting and verifying the required documents and forms from individuals seeking immigration assistance. They must ensure that all documents are complete, accurate, and in compliance with the immigration regulations and requirements. Additionally, they assist in preparing and submitting immigration applications, maintaining meticulous records, and communicating with clients to provide updates and guidance throughout the process, and my role extends beyond documentation accuracy to the creative realm, where I leverage graphic design skills to enhance the visual representation of our services and career opportunities

Santiago City, Isabela

June 2022 – November 2022

#### RILAO Pastry Baker

Santiago City, Isabela

September 2021 – June 2022

- Taking customers' cake orders, recording instructions and special requests, providing suitable recommendations on cake decorations and designs, and packaging bakery items
- Preparing and baking various goods, such as cakes, cookies, pies, and bread

### Skills & Interests

**Technical:** Basic editing Adobe Photoshop, Microsoft Office Suite,

**Skills:** Administrative Proficiency, Graphic Design, Photography, Organizational Skills, Research Skill, Time Management, Team Work, Adaptability, Communication

**Language:** English (Fluent) and Tagalog (Native)

**Interests:** Cooking and Baking, Singing/Dancing, Watching Movies or K-drama and Playing Games