



PERSONAL INFORMATION



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Purok 7, Calabarzon,
San Miguel, Alaminos,
Laguna, Philippines

SKILLS

- Resilience
- Attention to detail
- Have Time Management
- With high Computer understanding
- Have a good Decision Making

LANGUAGES

- English (Conversational)
- Filipino (Native)
- Spanish (Basic)
- Mandarin (Basic)

MINGUA, ALFEA AEMIEL V.

CAREER OBJECTIVE

To join an interactive organization that offers me a constructive workplace for communicating and interacting with people. I am willing to explore a wide variety of opportunities that can help me gain perspective and knowledge.

EDUCATION

San Miguel Elementary school – San Miguel, Alaminos, Laguna Philippines (Year 2009-2015) **Elementary School With Honors**

Ibayiw Integrated National High School – San Miguel, Alaminos, Laguna Philippines (Year 2015-2021) **High School with Honors**

Polytechnic University of the Philippines (PUP) – Sto. Thomas Batangas Philippines (Year 2021-2025)
Bachelor of Science in Information Technology (Graduate)

ACHIEVEMENTS

With Honors (Elementary)
(2009-2015)

With Honors (Highschool)
(2015-2021)

Information technology graduate from PUP.

TRAININGS AND SEMINARS

- CSS NC II, BMSTAC — November–December 2025
- Exploring Internet of Things using Cisco Packet Tracer, DICT Nueva Ecija
- Beyond Code: The New Role of the Developer, IBM (LinkedIn Live) — October 7, 2025
- Orbiting the Web: Foundations of Web Development, GDG on Campus – USC Cebu — September 26, 2025
- AI Talks at Lux TechPulse, GDG Luxembourg — September 25, 2025
- Building a Web Solution using Gemini & Firebase Studio, GDG CTU Philippines — September 19, 2025
- Think. Code. Build: Intro to Programming and Logic Design, DevCon — August 17, 2025
- Campus DevCon Summit 2024 – TECH-CHIKA: QA Chronicles
- DataNow Masterclass Webinar — August–September 2024
- ISKOnnovation Workshop, PUP Sto. Tomas — May 20–21, 2024
- React Native Starter Template Workshop — May 04, 2024
- TECHQUEST: Decoding the Matrix of Software Development, PUP Sto. Tomas — April 16, 2024
- EMPOWER IT: Celebrating Women in Tech, PUP Sto. Tomas — April 05, 2024
- Pixel Playground: UI/UX Design Extravaganza, GDSC PUPSTB — January 18, 2024
- Tara ML: Deep Dive in Machine Learning Models, GDSC — December 03–04, 2022
- Laravel: Introduction to PHP Framework, PUP Sto. Tomas — November 26, 2022
- Cyberworld: You in the Online World, ComSoc Webinar — July 2022
- “Hello World”: Introduction to Web Development, GDSC PUPSTB — December 04, 2021

WORK EXPERIENCE

Municipal Government of Alaminos Laguna

I.T intern. (MPDC Office)

(March 03, 2025 – June 10, 2025)
On the Job Training (OJT)

Key Responsibilities:

- Microsoft Office and computer applications
- Basic troubleshooting and technical support
- Data entry, file management, and documentation
- Email, internet, and digital communication
- Basic hardware, software, and networking knowledge

Special Program for Employment of Student (SPES)

San Miguel, Alaminos Laguna, Philippines
(March 2019 – December 2021)
Worked as **Data Encoder**.

Key responsibilities:

- Accurately encode, update, and maintain data in databases, spreadsheets, and company systems.
- Verify and review data for accuracy, completeness, and consistency.
- Organize, maintain, and properly file digital and physical documents.
- Prepare and maintain daily, weekly, and monthly reports and data trackers.
- Identify and correct data entry errors, duplicate records, and missing information.
- Perform data reconciliation and cross-check information against source documents.
- Coordinate with different departments to obtain and verify required information.
- Handle confidential records and company information with discretion.
- Assist with document scanning, filing, printing, and other administrative tasks.
- Ensure timely completion of assigned data entry and administrative activities.