

# CZI-JEI KIRSZTYN VILLANUEVA

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## ABOUT ME

I am a dedicated and adaptable individual with a strong willingness to learn and a teachable attitude. I enjoy working collaboratively with others to help achieve company goals and consistently deliver excellent customer service. My goal is to gain more hands-on experience in the professional field while continuously developing and refining my skills. I am open to new challenges, eager to expand my knowledge, and committed to contributing positively to any team or organization I become a part of.

## SKILLS

- Experienced in Photoshop and other video/photo editing software.
- Can code in HTML/CSS, JavaScript and PHP.
- Creative thinking, effective communications, leadership, teamwork, time management.

## EDUCATION

### NATIONAL COLLEGE OF SCIENCE AND TECHNOLOGY

Bachelor of Science in Information Technology  
2022-2025

### CAVITE STATE UNIVERSITY – CCAT CAMPUS

Bachelor of Science in Electrical Engineering  
2020-2022

### PHILIPPINE CHRISTIAN UNIVERSITY

Strand: STEM  
2019-2020

## WORK EXPERIENCE

### Freelance Web Developer and Editor 2024-NOW

- Designed, developed, and maintained responsive websites tailored to client needs using HTML, CSS, JavaScript,.
- Performed content editing, proofreading, and layout adjustments to ensure clarity, consistency, and visual appeal.
- Managed multiple projects simultaneously, demonstrating strong organizational and communication skills.

### McDonald's – Service Crew 2023 – 2025

- Delivered friendly and efficient customer service in a fast-paced environment, ensuring a positive dining experience.
- Took and processed customer orders accurately using POS systems. Maintained cleanliness and organization of the dining and work areas to meet company standards.
- Collaborated with team members to ensure smooth operations during peak hours.

### Bizu Catering Studio – On Call Waiter 2023

- Provided attentive and courteous service to guests during events and catering functions.
- Assisted with setup, serving, and cleanup to ensure smooth and efficient event operations.
- Responded promptly to on-call requests, demonstrating flexibility and reliability.

### Wacky Studio (Self Photo Studio) – Staff 2022 – 2023

- Assisted customers with using self-service photo booths and equipment to capture their own photos.
- Provided guidance and technical support to ensure a smooth and enjoyable user experience.
- Managed studio cleanliness, equipment maintenance, and restocking of supplies.
- Maintaining and troubleshooting machines.

- Assisted the head teacher in managing daily classroom activities for children aged 3–5 years.
- Supported learning sessions by preparing educational materials and facilitating play-based learning.
- Helped monitor children's behavior, health, and safety during class and outdoor activities.
- Assisted with feeding, hygiene, and naptime routines, ensuring a caring and nurturing environment.
- Participated in barangay outreach programs promoting early childhood development and parent education.

## **PROJECTS**

- E-commerce Management System for EMC Olshoppe (Web & Mobile Application) – School Project
- Pulse Football Frontend (Web Game)
- The Secret Garden (Book Cover)
- Body Defenders: The Cellular Chronicles (Game-Based Learning Project) – School Project
- 7xlabel (Website that makes a customizable label for business products)

## **PERSONAL INFORMATION**

|                       |                     |
|-----------------------|---------------------|
| <b>Age :</b>          | 23 years old        |
| <b>Birth Date :</b>   | November 2, 2001    |
| <b>Birth Place :</b>  | Silang Cavite       |
| <b>Sex :</b>          | Female              |
| <b>Civil Status :</b> | Single              |
| <b>Nationality :</b>  | Filipino            |
| <b>Height :</b>       | 152 cm              |
| <b>Weight :</b>       | 39 Kilos            |
| <b>Religion :</b>     | Christian           |
| <b>Language :</b>     | Tagalog and English |

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*I hereby certify that the above written information is true and correct to my knowledge. I understand that a false statement may disqualify me for benefits.*