MHARCKY DS. CONQUILLA

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EDUCATION

PAMBAYANG DALUBHASAAN NG MARILAO Marilao, Bulacan
Bachelor of Science in Information Technology 2023 - Present

WORK EXPERIENCE

SPECIAL PROGRAM FOR EMPLOYMENT (SPES) City of Meycauayan, PCCM
Registrar Assistant – Encoder (LGU) May – June 2025

- Encoded student enrollment data and TOR requests, ensuring accurate and organized records.
- Implemented systematic filing procedures, improving document retrieval efficiency.
- Maintained institutional records, supporting accurate and consistent record management.

SPECIAL PROGRAM FOR EMPLOYMENT (SPES) City of Meycauayan, PCCM
Office Assistant – Encoder (LGU) July – August 2024

- Organized and documented student applicant records, improving recruitment efficiency.
- Maintained enrollment records using Microsoft Office, ensuring accurate documentation.
- Collaborated with team members on data entry tasks, streamlining administrative workflows.

PROJECTS

XILLAFIT STUDIO – 3D APPAREL CUSTOMIZATION SYSTEM 2026
Technical Writer | Quality Assurance (Team Project)

- Created and maintained technical documentation covering system requirements, features, and workflows.
- Applied Software Development Life Cycle (SDLC) practices to support requirements analysis, documentation, testing, and continuous system improvement.
- Evaluated system functionality and usability, documented issues, and shared findings with the development team.
- Analyzed user and administrative workflows and recommended improvements to system functionality and user experience.

CERTIFICATIONS & TRAINING

AWS Cloud Practitioner Essentials (2025): Online Course
Technical Training: Certificate of Completion in PC Operations | Electron College of Technical Education (2015)
Core Skills: Proficient in Microsoft Office (Word, Excel, PowerPoint), email etiquette, data encoding, and digital workplace communication.

SKILLS

Core: Problem Solving Skills; Flexibility; Teamwork; Microsoft Office; Data Entry; Record
Documentation & QA: Technical writing, SDLC, requirements analysis, functional testing
Technology Exposure: React, JavaScript, Three.js, HTML, CSS, Node.js, Express, Supabase, MySQL
Tools: Git, Github, Vercel