

Rhena Shekka B. Labog

IT Graduate

+639483258162 · shekkarhena@gmail.com
Commonwealth Ave., Quezon City, Philippines



OBJECTIVES

As a fresh IT graduate, I aim to contribute to a dynamic team where I can apply my knowledge in computer-related tasks to support business objectives, enhance operational workflows, and continue developing my technical and professional skills.

WORK EXPERIENCE

Professional
Regulation
Commission (PRC) |
Dec, 2018- Jan, 2019

On-the-Job-Trainee

- Filed and organized paperwork for board exam examinees with meticulous attention to detail.
- Supported the smooth execution of board examinations by maintaining accurate records.

Aquila Telemarketing
| July - August, 2023

Telemarketer Agent

- Responsible for calling potential customers, promoting products, explaining benefits, maintaining call records, and assisting with payment processing when needed.

Miescor Logistics Inc.
| March - May, 2025

On-the-Job-Trainee | Data Encoder | Finance Department

- Assisted with invoice encoding and supported the transition from paper-based to digital systems, applying technical skills in data entry, system navigation, and troubleshooting to streamline financial processes.

EDUCATION

Bestlink College of
the Philippines
2021 - 2025

Bachelor of Science and Information Technology

- Capstone Project: Hotel and Restaurant Management Core 3 - Room Cleaning & Service Management, Maintenance Management, and AI-Powered Task Allocation — Developed a web-based system to streamline hotel operations and improve service efficiency. Utilized PHP, MySQL, and Bootstrap.

Senior High School
STI College Pagadian

Information and Communications Technology

Major in Mobile App and Web Development

TECH SKILLS

Web development

Microsoft Office Suite

SOFT SKILLS

Adaptability

Communication Skills

Multitasking

LINKS

LinkedIn

<https://www.linkedin.com/in/rhena-shekka-labog-29822228b/>

Github

<https://github.com/rhnshee>