

DIANE SHANE G. SANTIAGO

1765 Agustin St. Pulong Sampaloc D.R.T Bulacan
915-185-3031
dianeshanesantiago4@gmail.com

SUMMARY

IT graduate with practical experience in administrative functions and database management. Skilled in documentation, MS Office tools, and IT systems, with strong organizational and problem-solving abilities. A fast learner who adapts quickly to new technologies and is committed to delivering accurate and efficient results in dynamic work environments.

WORK EXPERIENCE

Support Officer

March 2025- July 2025

Australis Institute Technology and Education

- Provided administrative support to management and students, ensuring smooth daily operations.
- Maintained accurate student records and institutional databases with confidentiality.
- Assisted in preparing reports and documentation for compliance and internal use.
- Handled student inquiries and communications in a timely, professional manner.

IT Intern

January 2024 - May 2024

Webtek Phils. Inc

- Created social media creatives such as captions, and layouts to support digital marketing campaigns and enhance online engagement.
 - Provided technical assistance and supported the IT team with routine tasks such as data entry, documentation, and organizing digital assets.
-

EDUCATION

Bachelor of Science in Information and Technology

2020-2024

Bulacan State University - Bustos Campus

- Specialization in Service Management

Senior High

2018-2020

Franklin Delano Roosevelt Memorial School

- Specialization in Science, Technology Engineering and Mathematics

Junior High

2014-2018

Laura De Leon Halili High School

Elementary

2009-2014

Pulong Sampaloc Elementary School

SKILLS

Technical Skills:

- MS Office Suite (Word, Excel, PowerPoint)
- Google Workspace
- MySQL / Database Management
- Documentation & Data Entry
- Selenium (Test Automation)

Soft Skills:

- Communication & Collaboration
- Time Management
- Adaptability & Quick Learning
- Problem-Solving
- Organizational Skills