

Mitchelle Kyle L. Dungo

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PROFESSIONAL SUMMARY

Highly organized BSIT undergraduate currently studying at National Teachers College and active student representative with a proven track record in administrative support and workflow optimization. Skilled in accurate record management, process streamlining, and effective team communication. Eager to bring reliable operational support and technical problem-solving skills to a dynamic, forward-looking team.

WORK EXPERIENCE

Manila City Hall	Feb. 2024 - Mar. 2024
<i>Student Trainee</i>	<i>Metro Manila</i>
- Streamlined administrative operations by authenticating over 50+ civil documents daily, and managing inter-departmental document routing and tracking, reducing average retrieval times by an estimated 20% to support efficient workflows. - Completed an 80-hour work immersion program under high school faculty supervision, gaining experience in local government processes.	

TECHNICAL PROJECTS

Rhythm Player Pygame	June 2026
<i>Game Developer</i>	
Architected a Python rhythm game using Pygame that parses hundreds of timing points from .osu beatmaps, implementing custom hit-detection algorithms to synchronize audio and precisely evaluate player accuracy across 4 distinct scoring tiers.	
Student Task Manager Website	May 2026
<i>Web Developer</i>	
Engineered a responsive, retro-themed workload management website using HTML, CSS, and JavaScript, leveraging client-side local storage to handle full CRUD operations and deliver reliable, persistent data tracking across both desktop and mobile viewports.	
Windows-XP Themed Portfolio Website	May 2026
<i>Web Developer</i>	
Designed an interactive portfolio emulating the classic Windows XP OS interface using JavaScript and open-source UI libraries, implementing 5+ functional desktop mechanics to showcase technical projects in a highly engaging user experience.	

EDUCATION

National Teachers College	2024 - Ongoing
<i>Bachelor of Science Information Technology</i>	<i>Quiapo, Manila</i>
Doña Teodora Alonzo High School	May 2024
<i>TVL-ICT Senior Highschool Graduate</i>	<i>Alvares, Manila</i>
St. Matthew of Blumentritt Institute of Technology Inc.	April 2024
<i>Certificate, Computer Systems Servicing NCII</i>	<i>Blumentritt, Manila</i>

SKILLS & INTERESTS

Frontend: HTML, CSS, JavaScript
Backend & Databases: Python, Java, C++, MySQL
Hardware & Networking: Computer System Servicing (NCII Certified), PC Assembly/Disassembly, Network Configuration
Tools & Platforms: Figma, CapCut, GitHub
Domains & Interests: Project Management, Web Development, Game Development, Artificial Intelligence, Photography