

# KENJAY S. DORIO

0947 618 7719 | kenjaydorio44@gmail.com. | 4179 east Feleciano st. Binatugan ugong Valenzuela City

## SUMMARY

Adaptable and dependable individual with strong principled work ethic and the ability to quickly adjust to new environments. Gained valuable experience working in a cinema, handling daily reports, and in a barangay office, assisting in the computer and documentation area. Skilled in record-keeping, reporting, and supporting organizational tasks, with a commitment to completing responsibilities accurately and efficiently.

## WORK EXPERIENCE

### RDG CONSULTANT 2024-2025

#### Production Checker

- Prepared and submitted daily and general summary reports for theater operations.
- Monitored and recorded audience attendance for each movie screening.
- Ensured accuracy of data and provided management with organized and reliable records.
- Assisted in maintaining smooth operations by supporting reporting and documentation needs.

### ACADEMIC PRACTICUM 3S PUNTURIN 2025

#### Encoder

- Encoded and organized official barangay records and community documents with accuracy.
- Assisted in preparing reports and supported daily clerical and administrative tasks.
- Gained hands-on experience in computer-based work and public service operations.

## EDUCATION

Pamantasan ng Lungsod  
ng Valenzuela  
2024 - Current

### Bachelor of Science in Information Technology

St Catherine College of  
Valenzuela  
2022-2024

### Science, Technology, Engineering, and Mathematics

## REFERENCE

#### Ashley S. Bautista

Student

ashleybautista055@gmail.com

#### Jhon Rex Santillan

Professor

johnsantillan@gmail.com