

LAWRENCE CORTES

Full Stack Developer Intern

https://cortes-engineering-portfolio.onrender.com/ renneco27@gmail.com +639608857457
linkedin.com/in/lawrence-cortes-788101408 Ormoc City, Leyte

Summary

Detail-oriented and adaptable student pursuing a BS in Information Technology, with hands-on experience supporting administrative and accounting operations in a government office. Demonstrates strong written communication, accuracy, and ability to follow structured processes. Capable of handling multiple tasks simultaneously while maintaining consistency, clarity, and professionalism in customer-facing communication

Experience

Government Accounting Office

Philippines

Accounting Intern

04/2024 - 06/2024

- Completed assigned administrative and accounting tasks with 98% accuracy, ensuring proper documentation and compliance with procedures
- Processed and organized records, improving document retrieval efficiency by 30%
- Supported daily operations by handling multiple tasks simultaneously, maintaining 100% on-time task completion
- Followed strict government policies and workflows with zero compliance errors
- Collaborated with team members to resolve issues, contributing to smoother workflow and faster task turnaround (~20% improvement)
- Adapted quickly to new systems and procedures, reducing onboarding time by 25% compared to expected training pace

Education

ACLC College Ormoc

Ormoc City, Leyte

Bachelor of Science in Information Technology

Skills

Customer Support & Communication:

Clear and professional written communication (email/chat-ready) Empathy and customer-focused interaction
Ability to follow strict communication guidelines

Operational & Administrative Support:

Data entry, documentation, and record management SOP and policy adherence Multitasking across tools and responsibilities

TECHNICAL SKILLS:

Microsoft Office (Word, Excel) Google Workspace (Docs, Sheets) Digital platforms and system navigation
AI productivity tools: ChatGPT, Gemini, Claude Code assistance tools Tech stack exposure: Your Skill

Tech Stack Exposure:

HTML CSS JavaScript TypeScript React Next.js Node.js Express PostgreSQL MongoDB Git Docker REST APIs Java Spring Boot
Hibernate/JPA Maven/Gradle Python Go Rust Azure Google Cloud BigQuery Kubernetes Power BI

Key Achievements



Enhanced Retrieval Efficiency

Improved document retrieval efficiency by 30% in government office



Accelerated Onboarding Speed

Reduced onboarding time by 25% through quick adaptation to new systems



Perfect Timely Execution

Maintained 100% on-time task completion with zero compliance errors in assignments



Boosted Workflow Efficiency

Contributed to 20% workflow improvement by resolving issues collaboratively

Certification

- Microsoft Applied Skills** / Microsoft Azure Fundamentals Credentials
- Google Cloud Skill Badges** / Google Career Certificate
- Cisco Networking Academy:** Introduction to Cybersecurity / Networking Basics / Python Essentials
- Harvard University:** CS50x (Introduction to Computer Science) / CS50P
- freeCodeCamp:** JavaScript Algorithms and Data Structures / (Node.js)
- HackerRank:** Python (Basic) / Python (Intermediate) / Java (Basic) / JavaScript (Basic)

Languages

English Proficient ●●●●●

Filipino Native ●●●●●

Cebuano Native ●●●●●

