



STEFFANY L. ACLAN



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ABOUT ME

I am a fourth-year student at Caraga State University, pursuing a degree in Information Systems. I have gained knowledge in information systems and have experience using Microsoft Office tools. I am eager to apply my knowledge in a professional environment and gain valuable hands-on experience to further my career.

SKILLS

- Knowledgeable in Microsoft tools (Excel, Word, Powerpoint)
- Experience with organizing financial records and data entry
- Leadership and teamwork skills developed through student organization roles
- Well-organized and efficient in handling tasks

RELEVANT EXPERIENCE

Bookkeeper Assistant

2020 - 2022

Helping my aunt, a barangay bookkeeper, with various administrative tasks including photocopying, organizing documents, and data entry using Microsoft Excel. Helped analyze liquidation reports and supported the overall organization of financial records.

President, Caraga State University - Information Systems Society

2022 - 2023

Led and managed the Information Systems student organization, ensuring effective communication and organization of meetings and events. Worked on fostering teamwork, addressing concerns, and encouraging the personal and professional development of society members.

Information Systems Program Representative

2023-2024

Represented the student body of the BS Information Systems program at Caraga State University's College of Computing and Information Sciences (CCIS) by voicing student concerns. Collaborated closely with both students and faculty to ensure smooth operations and foster the growth of the department. Actively contributed to activities and initiatives aimed at enhancing student engagement and development.

EDUCATION

Bachelor of Science in Information Systems (2021- present)

Caraga State University
Ampayon, Butuan City 8600

Senior High School: Accountancy, Business and Management(ABM) (2019- 2021)

Father Saturnino Urios University
San Francisco St, Butuan City 8600

Junior High School (2015- 2019)

Agusan National High School
A.D. Curato St, Butuan City 8600

Elementary (2009- 2015)

Balugagan Elementary School
P4 Balungagan, Las Nieves, ADN 8610