



DAVE MALINAB

Record Retrieval Specialist

CONTACT

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📍 Phase 11, Martinez Subd. Brgy.
Dahican, Mati City, Davao
Oriental

EDUCATION

**Bachelor of Science in
Information Technology**
Davao Oriental State University
2019-2023

- Scholastic Awardee, Parangal
- Service Award, The Catalyst, &
University Student Council
- PhotoJournalist, The Catalyst
- Bachelor of Science in
Information Technology

SKILLS

Good in communication skills

Oriented in Microsoft Office

Application

Problem solving skills.

Time management

Relationship building and
management.

Photographer

Technical skills

PROFILE

Dedicated and detail-oriented professional with a diverse skill set in communication, technical proficiency, and creative design seeking a position as a Record Retrieval Specialist to leverage expertise in data handling and problem-solving within a dynamic environment.

WORK EXPERIENCE

DATA MAPPING 2019 - 2020

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- Engaged in various technical tasks and problem-solving activities, contributing to project success.
- Coordinated and managed detailed data design, spatial analysis, mapping and data management projects.
- Assisted forester in preparing and collecting data for forest management plans, timber appraisals, timber sales, timber tax basis and GIS mapping.

GRAPHIC DESIGNER 2020 - 2023

F3SIXTYFACTORY I DAVAO CITY

- Utilized artistic and design skills to create visually appealing graphics for clients.
- Collaborated with the team to understand client needs and delivered high-quality designs within deadlines.
- Utilised extensive knowledge of Adobe Photoshop and Illustrator to create high-quality images.

CUSTOMER SERVICE REPRESENTATIVE 2019-2022

VXI I DAVAO CITY

- Provided exceptional customer service, addressing inquiries and resolving issues promptly.
- Developed strong communication skills through interactions with clients.
- Oversaw customer account inquiries, accurately providing information to resolve service complaints and guarantee customer satisfaction.