



Elyn May D. Macatangay

Puerto Princesa City, Palawan

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WORK EXPERIENCE

October - present.

Roving Coordinator

Etruria Inc. | Citi Hardware Palawan

- Display of items.
- Order and inventory
- Other errands

August - September 2023 Encoder

DSWD Pantawid Program | PPC, Palawan

- Encoding and updating data to system
- Sorting & tagging forms

January - September 2023 Sales promoter

D&K retail products and frozen Meat |Robinsons Mall

- Inventory report
- Assisting customers
- Receiving deliver
- Promoting the products
- Sales collection
- Other errands.

February - June 2023

Internship

PSU Library | Tiniguiban, PPC, Palawan

- Assisting clients in printing
- Encoding the call numbers
- Changing the color codes and call number of theses
- Scanning feedback forms and other documents for digital records
- Reliever staff to other offices of library
- Other errands.

August 2022– March 2023 Merchandiser

Deckerson Consumer Goods Wholesaling |PPC, Palawan

- Receive and pull out items
- Display to selling area
- Customer Service
- Sales collection and bank deposit
- Other Errands

May 2019– March 2020

Student Aide

Palawan State University | Tiniguiban, PPC, Palawan

- Assisting clients

- Distribution of documents/vouchers
 - Encoding old records to the system
 - Other errands
- February - March 2018 Work Immersion
- MDRRMO Roxas | Roxas, Palawan**
- Contacting Barangay officials and checking for emergency evacuation units.
 - First aid training
 - Other errands

EDUCATIONAL ATTAINMENT

- 2018-present **Palawan State University**
 Puerto Princesa City, Palawan | Undergraduate
 Bachelor of Science in Information Technology
- 2012-2018 **Roxas National Comprehensive High-School**
 Roxas, Palawan | Kto12 Graduate
 Technical & Vocational Livelihood – ICT

SKILLS

- Customer service
- Inventory
- Sales and Retail
- Multi-tasking
- Computer literate

PERSONAL INFORMATION

Date of Birth	: May 03, 2000
Place of Birth	: Roxas, Palawan
Citizenship	: Filipino
Height	: 5'1"
Weight	: 45 kls.
Civil Status	: Single
Language/s	: Basic English, Filipino

REFERENCES

References available upon request.