
June E. Cabiedez

Siniloan, Laguna

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SKILLS

Experienced encoder with impactful contributions in data entry and information management. Proficient in computer skills, adept at programming, and skilled in teamwork. Recognized for adaptability and effective communication. Thrives in fast-paced environments, handling diverse tasks with ease. Excited to bring my expertise to a dynamic organization, contributing to its success.

EXPERIENCE

TESDA - Adoress Farm, Mabitac Laguna - *Encoder*

August 2019 - 2020

- Created reports and documents as requested.
- Learned and followed all policies and procedures, resulting in fewer mistakes and improved customer service.

MDRRMO - Siniloan, Laguna - *OJT*

February 2019 - March 2019

- Collecting, organizing, and analyzing data related to disaster risk and emergency response.
- Assisting in maintaining and updating databases for emergency contacts and incident reports.

EDUCATION

Laguna State Polytechnic University, Siniloan Campus - *BS in Information Technology*

July 2019 - x

Siniloan Integrated National High School - Siniloan, Laguna - *TvL - ICT*

July 2017 - May 2019