



# EVAN JAY C. OSUNA

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Evan Osuna



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## Objective

To obtain a position that allows me to leverage my skills and experience for success in a challenging and dynamic environment while contributing to the organization's growth and success.

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## Experience

- Data Entry Internship
  - Acquired experience in entering and managing large amounts of data using Microsoft Excel, while adhering to municipal standards and regulations for data quality and privacy.
  - Acquired knowledge of municipal databases and information management systems to maintain accurate and up-to-date records of municipal activities and services.
  - Successfully completed a 3-weeks intensive training in data entry Excel.

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## Education

- **PHINMA University of Pangasinan, Dagupan City** 2021 to present  
BS Information Technology
- **Gateway Integrated School of Science & Technology, General Trias, Cavite** 2014 to 2020  
Senior High School
- **Malagasang II-B Elementary School, Imus, Cavite** 2008 to 2014  
Elementary

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## Skills

- Good communication and interpersonal skills
- Ability to identify and eliminate time-wasting activities to maximize productivity
- Proven ability to work effectively in a team environment to achieve share goals an objectives
- Computer Literacy

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## Personal Details

- Date of Birth : 05/08/2001
- Nationality : Filipino
- Religion : Catholic
- Gender : Male