

# MARK JASTIN I. VALMEO

✉ markjastinvalmeo02@gmail.com | ☎ +63 970 339 6767 | ♀ E. Viudez St. Poblacion, San Ildefonso, Bulacan

## CAREER OBJECTIVE

A motivated and adaptable professional seeking opportunities to learn, grow, and gain valuable experience. Quick learner with strong problem-solving skills, attention to detail, and a commitment to delivering quality results.

### SOFT SKILLS

- Ability to follow instructions
- Willingness to learn
- Adaptability
- Attention to detail
- Stress management

### TECHNICAL SKILLS

- Computer troubleshooting (hardware and software)
- Data entry and data management
- Database knowledge (MS SQL, MySQL)
- Microsoft Office tools
- Basic programming knowledge

## EDUCATION

- **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**  
Bulacan Agricultural State College | 2024

## WORK EXPERIENCE

### Baliuag University

Admin Aide

June 2025 – November 2025

- Performed computer troubleshooting to identify and fix basic hardware and software issues.
- Installed, updated, and configured software applications to ensure proper system operation.

### SM Hypermarket Baliuag, Bulacan

Salesclerk

September 2024 – January 2025

- Handling paperwork, filing documents, and encoding data.
- Assisting customers with inquiries and purchases.

### National Irrigation and Administration III

Data Entry (OJT)

February 2024 – May 2024

- Assisting in clerical tasks such as filing documents, encoding data, and organizing records.
- Supporting GIS mapping, drafting, or basic design tasks.

### Bureau of Soils and Water Management

Student Assistant

November 2019 – January 2020

- Assisting in field surveys and data gathering for soil and water studies.
- Helping with soil and water data collection and analysis.