



# MARK JEUS M. PAGKALIWAGAN

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## SUMMARY

Dedicated BSIT graduate from San Pablo Colleges with nearly 2 years of experience as a student assistant, providing technical and administrative support within an academic environment. Proficient in computer troubleshooting, Excel-based data management, and organizing student records with accuracy and efficiency. Known for being reliable, detail-oriented, and quick to adapt to new tasks. Thrives under pressure and consistently maintains a high level of productivity and professionalism.

## WORK EXPERIENCE

**Student Assistant – Guidance Office & Student Affairs and Services Office** August 2022 – June 2024  
**San Pablo Colleges – San Pablo City, Laguna**

- Supported daily operations in both the Guidance Office and SASO, assisting with clerical tasks, data encoding, and student document management.
- Handled student records using Microsoft Excel, ensuring accuracy and confidentiality of data related to activities, and student services.
- Assisted in coordinating student programs, orientations, and campus events by preparing materials and facilitating communication with participants.
- Provided basic technical troubleshooting for office computers and printers to ensure smooth operations.
- Interacted with students and staff in a respectful, approachable manner while addressing concerns and inquiries.
- Maintained filing systems and helped streamline office processes, contributing to improved efficiency during peak periods like enrollment and exams.
- Demonstrated strong multitasking abilities, working under pressure while maintaining academic responsibilities as a BSIT student.

## EDUCATION

**Bachelor of Science in Information Technology** 2025 – 2026  
San Pablo Colleges – San Pablo City, Laguna

**Senior High School – ICT Strand** 2021 - 2022  
San Pablo Colleges – San Pablo City, Laguna

**Junior High School** 2018 - 2019  
Atisan Integrated School - San Pablo Colleges

**Elementary** 2014 - 2015  
Atisan Elementary School - San Pablo Colleges

## ADDITIONAL INFORMATION

**Technical Skills:** Computer Troubleshooting · MS Excel · Data Encoding · Basic Networking

**Languages:** Filipino · English

**Certifications:**

- NC II – Computer Systems Servicing (TESDA, 2024)
- Build a Free Website with WordPress (Coursera, 2024)
- Introduction to Microsoft Excel (Coursera, 2024)

**Activities:**

- Assisted in student services and campus events under SASO and Guidance Office
- Recognized for reliability, organization, and professionalism