MARK JEUS M. PAGKALIWAGAN

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https://markpagkaliwagan.github.io/PortfolioNiMark/

SUMMARY

I am a 4th-year BSIT student at San Pablo Colleges with almost two years of experience as a student assistant. I help with technical tasks and office work in the school. I know how to fix basic computer problems, use Excel to organize information, and keep student records neat and correct. I am responsible, easy to work with, and quick to learn new tasks. I can handle pressure well and always try my best to stay productive and professional.

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 the Guidance Office and SASO by performing clerical tasks, data encoding, and managing student documents.
- Maintained accurate and confidential student records using Microsoft Excel.
- Assisted in coordinating student programs, orientations, and campus events by preparing materials and facilitating communication.
- Provided basic technical troubleshooting for office computers and printers.
- Interacted respectfully and professionally with students and staff while addressing concerns and inquiries.
- Organized filing systems and helped streamline office processes, especially during busy periods like enrollment and exams.
- Demonstrated strong multitasking skills and the ability to work under pressure while balancing BSIT coursework.

EDUCATION

Bachelor of Science in Information Technology   **2023 – Present**
San Pablo Colleges – San Pablo City, Laguna

Junior High School   **2018 - 2019**
Atisan Integrated School - San Pablo City, Laguna

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

Elementary   **2014 - 2015**
Atisan Elementary School - San Pablo City, Laguna

ADDITIONAL INFORMATION

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

Languages: Filipino (Fluent) · English (Basic/Conversational)

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