



# MARK JEUS M. PAGKALIWAGAN

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## 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**

**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 (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