



SORIA, ROSS ANGELO

IT STUDENT

About Me

Adaptable with extensive experience providing first-class results. Meets job demands and deadlines through diligent work-ethic and dedication to quality.



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NPC LIne, Sto. Nino Compound,
Brgy.173, Camarin, Caloocan City

LANGUAGE

- English
- Filipino

EXPERTISE

- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership

EXPERIENCE

- **Shadowed daily activities of office staff to gain understanding of scope of work.**
- Booked conference rooms, scheduled catering and sent invitations to assist in coordinating events.
- **Handled phone calls and responded to emails on behalf of staff, keeping senior members free to focus on larger issues.**
- Filed physical and digital copies of important documents to maintain accurate and consistent records.
- **Established social media presence and monitored activity to increase followers.**
- **Helped team prepare collateral for advertisements and catalogues promoting products.**

EDUCATION

Holy Angel Schoo of Caloocan
Highschool
2014-2018

Holy Angel School of Caloocan
Senior Highschool
2018-2020

SKILLS SUMMARY

Design Process

78 %

Project Management

81 %