




PRINCESS MAE CUAYZON



 Brgy. Avenida Vet. Tacloban
City, Philippines
 +639334366053
 princessmaecuayzon24@gmail.com

CAREER OVERVIEW

I thrive in fast-paced environments and am skilled at managing multiple tasks simultaneously while maintaining a high level of attention to detail. Throughout my career, I have consistently adapted to evolving industry landscapes and embraced new technologies to drive innovation and efficiency.

PERSONAL INFORMATION

Nationality: Filipino
Birth Date: March 30, 1998
Sex: Female
Marital Status: Single

EDUCATION

Tertiary

Bachelor of Science in
Information Technology
ACLC College | 2015-2018 - Graduated

Bachelor of Science in
Information Technology
Eastern Visayas State University
Tacloban City | 2014-2015

Secondary

Simeon Ocdol National High School
San Antonio, Basey, Samar | 2010-2014

SKILLS

- Administrative Proficient
- Computer Literacy
- Technical Support
- Graphic Design (Canva)
- Communication skills

REFERENCE

Will be provided upon request

EXPERIENCE

Branch Head

Need Ink Sales and Services

Nov 2019 - Feb 2022

- Administrative Support and Coordination.
- Track and Assist Technicians.
- Customer Technical Support
- Manage Banks/Financial and Accounting transactions.
- Facilitating the processing of business permits within the Branch

Secretary/Assistant

AIR 14 Electrical Services

January 2023 - Present

- Answer phone calls, and inquiries from customers.
- Manage paperwork related to repairs, including work orders and receipts.
- Assist in maintaining inventory and ordering repair parts and supplies.
- Communicate with technicians and customers about repair progress and completion.