



KARYLLE TURA

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Butuan City, Philippines



OBJECTIVE

Seeking position that can provide a steady growth and learning opportunity to practice my profession and practical experience extensively. In addition, to acquire valuable knowledge and skills to complement those what I have learned from school and offices.

EDUCATION

Caraga State University

Bachelor's Degree in Information Technology
2020 - Present

Buenavista National High School

Senior High School
Humanities and Social Sciences
2018 - 2020
Graduated with Honors

SKILLS

- Exceptional communication and interpersonal skills
- Provide outstanding customer service, address inquiries, and resolve issues effectively
- Navigating and utilizing various online tools and platforms
- Ability to work independently and as part of a team
- Excellent knowledge of MS Office and applications
- Exceptional record keeping and filing, whether on the computer or in paper files

AWARDS

- Ranked 7th in a Pitching Competition
- Ranked 3rd in an Editorial Writing Competition
- Attended Workshops on:
 - Business Model Canvas
 - Intellectual Property Rights
 - Business Pitching

EXPERIENCE

Administrative Support Intern

Budget Marketing Office | Nov. - Dec. 2019

- Managed and organized citizen data while maintaining confidentiality.
- Utilized Excel for efficient data input and organization.
- Assisted the office secretary in preparing and dispatching paperwork to various offices.

Graphic Designer

La Buena Vista School Publication | 2015 - 2019

- Designed newspaper layouts consisting of multiple pages using Adobe InDesign Editor.
- Conducted extensive proofreading and revising to enhance readability and visual appeal of publications.

Sales Administrative Assistant Intern

AFTECH, AFMB Company | Feb. 2024 - present

- Performed clerical tasks such as managing and organizing digital and physical files
- Record keeping such as maintained accurate records of transactions
- Performed on-site tasks such as conducting inventory checks for equipment and supplies
- Entertained clients with regards to their inquiries and concerns

REFERENCES

Jesterlyn Q. Timosan

CCIS - OJT Coordinator
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