

Summary

- A goal-oriented graduating student majoring in Bachelor of Science in Information Technology.
- My objective is to secure a responsible job in place where I can implement what I have learned and studies, as well as developing my knowledge and gain further experience.
- Organizational skills, can work under pressure, productive and motivated
- Competent in using productivity tools like MS Office.

Skills

Communication Skills

- Gave opinions and commented on ideas in group discussion for our Capstone project. Successfully delivered our business plan.
- Was able to deliver speech in front of the panel.
- Can convey ideas thru written and oral communication.

Customer Service Skills

- Patience to deal with the customers queries.
- Ability to use positive language despite the customer's behavior.
- Know how to listen to customer and understand their point of view.

Office Software- MS Office

Basic Knowledge in Programming – HTML, Java

Educational Background

The National Teacher's College

(July 16, 2018 – April 29, 2023)

Bachelor of Science in Information Technology

Mindanao State University – Iligan Institute of Technology

(June 2012 – March 2014)

Bachelor of Science in Nursing

Work Experience

FTE FORTUNE

Account Manager (E-commerce)

November 2022 – Present

Job Description : Answer and solve customer enquiries from Shopee.
Prepare orders and pack orders.

Account Manager (E-commerce)

February 2018 – August 2022

Job Description : Answer and solve customer enquiries from Shopee.
Prepare orders and pack orders.

DSWD – SOCCSKSARGEN**Area Supervisor**

May 1, 2015 – June 31, 2015

Job Description:

Provide technical, administrative and logistical support to the enumerators in the performance of their functions. Collect, review and provide immediate assessments of the accomplished HAFs to ensure the accuracy and legibility of data entries; Oversee the conduct of household assessment and conduct spot checks to ensure areas are covered by the enumerators and provide technical support to ensure that the enumerators completely cover the assigned areas; Maintain the confidentiality of documents and information generated by the NHTS-PR

Character References**Jehan M. Marohomsalic**

Listahanan – DSWD SOCCSKSARGEN

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