

ABUTAR, CHRISTIAN PAUL C.

09569479397 - abutarpaaul@gmail.com
#140 Lote Banzon, Catanning Balanga City, Bataan



SUMMARY

Highly detail-oriented and data-driven individual with an enthusiastic and proactive attitude. Approaches tasks and challenges with passion and a strong desire to learn new skills and concepts. Eager to contribute and grow in a dynamic work environment.

ACHIEVEMENTS

- Provincial Skills Competition (Web Technologies) – **GOLD MEDALIST**
 - Regional Skills Competition (Web Technologies) – **GOLD MEDALIST**
 - National Skills Competition (Web Technologies) – **MEDALLION OF EXCELLENCE**
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SKILLS

- Knowledge in Microsoft Office such as Word, Excel, PowerPoint
 - Knowledge in Web Design
 - PC Assembly and Maintenance
 - Knowledge in System Reformatting
 - Bootable Media Creation
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PROFESSIONAL EXPERIENCE

JBC Marketing and Development OPC

Social Media Management Intern March 2024 – May 2024

Job Description:

- Developed a Real Estate Management System to streamline property listings and client interactions.
- Managed and updated content on the company's Facebook page, ensuring consistency and professionalism.
- Responded to inquiries from interested buyers, providing detailed information and assistance.
- Designed and edited housing advertisements for social media posts using Canva.
- Configured Facebook Business settings, including message automation.

Municipality of City of Balanga - Sangguniang Panlungsod City of Balanga, Bataan

Administrative Assistant Intern August 2023 – September 2023

Job Description:

- Retrieved scanned PDF documents from cloud storage.
- Entered data from scanned PDFs into the municipal system accurately
- Ensured the proper organization and digital filing of documents.

- Assisted in maintaining the integrity and accessibility of the municipal database
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EDUCATION

Bachelor of Science in Information Technology – *Tertiary Education*

Eastwoods Professional College of Science and Technology
2020 – 2024

Technical-Vocational Livelihood – ICT (Computer Programming) and Technology – *Senior High*

Eastwoods Academy of Science and Technology
2018-2020

CHARACTER REFERENCES

Percian Joseph C. Borja 09276676145

EPCST, DEAN

Jenice Anne Marie Visperas

EPCST, MIS Director

I hereby certify that the above-mentioned information is true to the best of my knowledge and skills.

CHRISTIAN PAUL C. ABUTAR

