

# Angela Magwate Mayo

Doña Josefa, Palayan City, Nueva Ecija  
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## PROFESSIONAL EXPERIENCE

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|---------------------|---|
| Feb 2024 – May 2024 | <b>Data Encoder (On-the-Job Training)</b><br>Hall of Justice – Cabanatuan City Probation and Parole Office <ul style="list-style-type: none"><li>Encoded client information accurately into the database.</li><li>Organized and filed client documents into designated folders.</li><li>Ensured confidentiality and accuracy of probation and parole records.</li></ul> |
| Sept 16 - 25, 2024  | <b>Near Hire Training (Scale)</b><br>Mayor Vianne's Free Call Center Training Program<br>(Palayan City, Nueva Ecija) <ul style="list-style-type: none"><li>Completed intensive training in customer service and communication skills.</li><li>Practiced call handling, client interaction, and basic CRM systems.</li></ul>   |

## EDUCATION

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|-------------|---|
| 2018 - 2020 | <b>Maligaya National Senior High School</b><br>(Brgy. Maligaya, Palayan City, Nueva Ecija)<br><i>Technical Vocational Livelihood (TVL) - Information Communication Technology (ICT)</i> |
| 2020 - 2024 | <b>Nueva Ecija University of Science and Technology</b><br>(Cabanatuan City, Nueva Ecija)<br><i>Bachelor of Science in Information Technology</i>                                       |

## CERTIFICATIONS

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| December 2024 | <b>Certified IT Specialist - HTML and CSS</b><br>Certiport |
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## TECHNICAL SKILLS

- |                      |   |
|----------------------|---|
| Languages            | English, Filipino   |
| Office Tools         | Microsoft Office, Google Workspace, Canva, WordPress        |
| Programming          | JavaScript, HTML, CSS, Front-End Coding, Wireframe Creation |
| Systems and Networks | Hardware/Software Setup, LAN/WAN, Troubleshooting           |

## REFERENCE

Alexander S. Cochanco  
Program Chairperson and OJT Coordinator for WST Specialization CICT, NEUST  
alexandercochanco@ineust.ph.education  
09159349008