

Ava Joy Cabillan

Davao City
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Work Experience

Data Pull and Encoding

Upwork
March 2020 to 2021

Web Developer Intern

Bulano Accounting and Auditing Firm - Davao City
November 2021 to June 2022

I and my team have been given the opportunity to develop their client management system, wherein is more focused on updating the clients on their tax deadlines by having their own bulano account.

Working Scholar

Assumption College of Davao
June 2017 to March 2020

I was assigned to the grade school library, as an assistant to the librarian I help shelf reading, discarding, and even making monthly statistics. Also assigned to the IT department as a Working scholar, we are assigned to repair any computer problems within the institution.

Education

Bachelor's in Information Technology

Assumption College of Davao - Davao City
June 2017 to Present

Skills

- Microsoft Office
- Microsoft Excel
- Microsoft Word
- Graphic Design
- Google Platforms
- Installing
- Communication skills
- Computer skills
- Organizational skills
- Time management
- Office experience

Languages

- English - Intermediate
- Tagalog - Intermediate

Certifications and Licenses

Computer Hardware Servicing NC II