



Mark Ervin Abao

Versatile professional skilled in data entry, technical support, warehousing, and part-time instructional role at the college level. Proven ability to manage tasks efficiently, solve problems, and deliver exceptional support. Seeking to apply a diverse skill set in a dynamic role.

Contact



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Zone 2, Brgy. 22-A, Gingoog City, Misamis Oriental

Skills

- Computer Proficiency
- Attention to Detail
- Organizational Skill
- Typing Speed and Accuracy
- Basic Math Skills
- Analytical Skills
- Problem Solving Skills
- Time Management
- Confidentiality and Integrity
- Attention to Trends and Changes
- Teamwork

Language

English

Tagalog

Bisaya



Work Experience

Part-time College Instructor

SPAMAST - Davao Occidental

2024

- As a college instructor, I design and deliver engaging lessons, assess student performance, and provide guidance to foster academic growth and critical thinking.

Stock Inventory Analyst

Venray Construction Corporation - Gingoog City

2022

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2024

- As a stock inventory analyst, I monitor inventory levels, analyze sales data and trends, and forecast demand to optimize stock availability and minimize holding costs.

NLE 2022 DESO Technical Support Staff

Comelec - Gingoog City

2022

- As a COMELEC DESO technical support staff, I set up, maintain, and troubleshoot election equipment and software, including VCMs, to ensure a smooth and secure voting process.

Data Entry Specialist

Axelum Resources Corporation - Medina, Mis. Or.

2017

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2019

- As a data entry specialist, I accurately input, update, and verify data in various systems to ensure it is correctly formatted and error-free.



Education

Bachelor of Science in Information Technology

Gingoog City Colleges, Inc. - Gingoog City

2013 - 2017

- Senior Student Of The Year
- Member of Philippine Society of Information Technology Students