



ANGEL MAE DABLO

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- Purok Gemelina, San Miguel, Davao del Sur

As a Bachelor of Science in Information Technology (BSIT) student, I am eager to apply my technical knowledge and problem-solving skills to real-world challenges. And to get an opportunity where I can make the best of my potential and contribute to the organization's growth.

EDUCATION

Bachelor of Science in Information Technology

Davao del Sur State College, Present
Dean's Lister

Science, Technology, Engineering, and Mathematics (STEM)

University of Mindanao Digos College, 2023
With Honors (General Average: 92%)

Secondary Education

Sta. Cruz National High School, 2020
With Honors (General Average: 94%)

Primary Education

Sta. Cruz Central Elementary School, 2017

CERTIFICATIONS

Certificate of Excellence

- for exceptional skills and commitment.
- Consistently received "Very Satisfied" feedback from executives.

Certificate of Completion

- successfully completed the work under the implementation of KALAH-I-CIDSS KKB: Cash-for-Work Program for Higher Education Institutions

WORK EXPERIENCE

Administrative Assistant / Coordinator

Digos City E-Sports, Digos City
July 2021 - February 2022

- Managed office schedules, improving team productivity and reducing scheduling conflicts.
- Specialized in calendar and inbox management, meeting support, research, and lifestyle management.
- Trained and guided volunteers, improving event success.
- Coordinated with sponsors and partners, securing event funding.
- Reorganized file systems and documentation processes.

Office Staff

DSWD KALAH-I-CIDSS
June 2024 - August 2024

- Performed various office tasks including data encoding and filing.
- Managed and organized project documentation.
- Assisted in handling confidential information for program implementation.
- Supported administrative operations to ensure smooth workflow.

Private Organization

Data & Information Management

Youth for Cowboy Cadungog

November 2024- Present

- A detail-oriented and organized professional with expertise in handling, encoding, and managing data efficiently.
- Experienced in maintaining records, organizing digital files, and utilizing various tools for data management and reporting.
- Committed to delivering high-quality results with efficiency and confidentiality.
- Maintained accurate records.

VOLUNTEER WORK

Volunteer Youth

Youth City Movers
2019-Present

- Developed and implemented community outreach programs
- Coordinated fundraising activities for community projects