

# CARL AARON GARCIA

## PROFESSIONAL SUMMARY

Diligent student with knowledge of benefits/compensation, benefits administration, and career pathing. Aiming to leverage my abilities to successfully fill the vacancy at your team. Frequently praised for problem-solving by my peers, I can be relied upon to help your team achieve its goals.

## EXPERIENCE

### Special Program for Employment of Students(SPES)

July 2024 – August 2024 | Los Banos Municipal Office, Los Banos, Laguna

- Errand Runner in SPES
- Tasked to do survey online on Los Banos citizens.
- Encoded survey data through excel.
- Print documents and submit them to the right office.

### Data Entry Volunteer

May 2023 – May 2023 | DPWH Laguna 2nd District, Los Banos, Laguna

- Had experience on Data Entry through my work immersion program in senior high school
- Encoded the data through excel in the admin office.
- Printed the encoded data and organized them document binders.

### Repacker

Dangwa Flower Market, Sampaloc, Metro Manila

- Picking up bundled flowers that have been ordered
- Repacking the bundled flowers in plastic to be sold in the stall.
- Accepting bouquet orders to be picked up in the stall. (Talking via texting app e.g. messenger)

## EDUCATION

### Bachelor of Science (B.S.) in Computer Science Candidate

Expected Graduation : 2028

Laguna State Polytechnic University – SCC, Santa Cruz

## CONTACT

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## SKILLS

- Client relationship building
- Decision making
- Record keeping
- Willingness to learn
- Teamwork and collaboration
- Time management
- Problem-solving
- Task prioritization