

# CHELSIA MARIE C. BAÑEZ



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Concepcion Dos, Marikina City

## SUMMARY

Fresh graduate with a degree in Information Technology looking for a position in a well-driven company that can help me enhance my knowledge and skills. Reliable communication skills and can work well both individually and in a team. Can manage my time well, balancing multiple tasks with attention to detail and accurate completion of projects.

## EDUCATION

### Emilio Aguinaldo College – Manila

Paco, Manila

Bachelor's Degree in Information Technology  
2019 – 2023

#### Achievements

Best Presenter – 2nd Place (Student Category; Computing, Automation, Engineering and Technology Cluster) in 3rd EACC International Multidisciplinary Research Conference.

#### Extracurricular Activities

EAC Taekwondo Varsity Team (Former Captain)  
Student Council Treasurer in SET Department

### De La Salle – College of Saint Benilde

Malate, Metro Manila

Consular & Diplomatic Affairs  
2018

### De La Salle Araneta University

Malabon, Metro Manila

ABM Strand  
2016 – 2018

### Espiritu Santo Parochial School

Sta. Cruz, Manila

2011 – 2016

### Springhill Catholic Primary School

Milton Rd, Southampton SO15 2HW, UK

2004 – 2010

## REFERENCES

### Monshiar Martell Villarta

CEO – MSV Group of Companies Inc.  
09985357369

### Sunshine Aizel Villarta

CFO – MSV Group of Companies Inc.  
[09209584371](tel:09209584371)

## PROFESSIONAL EXPERIENCE

### Part - Timer

MSV Group of Companies | 2023

- Produced more content in existing websites to enhance user experience, effectively communicating product availability and ensuring customers are well-informed about the range of offerings using Wordpress and Shopify
- Cooperated in creating social media ads such as FB posts and infomercials for their clients using Canva
- Identified current trends by researching and evaluating best time opportunities to post advertisements, to attract more engagement from customers and stakeholders

### Liaison Officer

ASEAN Taekwondo | 2019

- Assisted teams to their designated rooms
- Assisted Myanmar and Singapore team to tour around the competition area

## SOFT SKILLS

- Time Management
- Multi-task
- Teamwork
- Willingness to learn

## TECHNICAL SKILLS

- Knowledgeable in designing and creating websites using WordPress, Shopify, HTML and CSS. Also, creating UI design by Figma
- Knowledgeable in creating Social Media Ads using Canva
- Knowledgeable in using Microsoft software's such as Word, Excel and PowerPoint