

Eliza Marie M. Abing

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Education

Holy Cross of Davao College

Bachelor of Science in Information Technology
GPA: 1.52

Davao City, PH

August, 2023 - July, 2027

Davao City National High School

TVL - COOKERY
GPA: 94
With Honors (Certificate Awardee - Academic Excellence)

Davao City, PH

July, 2023

Experience

Student Assistant Scholarship Organization

Office Assistant - [College of Engineering and Technology Dept.]

Davao City, PH

August, 2023 - July, 2027

- Assisted with clerical tasks such as filing, encoding, photocopying, and organizing documents to maintain efficient office operations
- Supported academic and administrative functions by preparing reports, forms, and presentations, improving workflow accuracy and timeliness
- Provided front-desk support by answering inquiries, directing students, and handling routine office communications, enhancing student services
- Managed records and updated databases with a 100% accuracy rate, ensuring reliable access to student information
- Coordinated logistics for school events, orientations, and programs, contributing to smooth implementation and increased student engagement
- Distributed learning materials and official forms to students and faculty, streamlining academic processes
- Maintained inventory of office supplies and equipment, ensuring uninterrupted operations and minimizing shortages
- Promoted confidentiality and professionalism in handling sensitive school records, building trust within the department

Leadership & Activities

School Event Committee

Volunteer

Davao City, PH

August, 2021 - July, 2023

- Assisted in preparing venues and materials for school activities
- Helped coordinate programs during school events
- Supported teachers and students to ensure smooth flow of activities

Skills & Interests

Technical: Basic proficiency in Microsoft Office (Word, Excel, PowerPoint); Familiar with Google Workspace tools

Language: Fluent in English and Filipino

Interests: Web developing, participating in school events, group projects, and problem-solving activities