

**MA. HANNAH MAE Z. PAULINO**  
Overlooking Valley, Taytay | Rizal, Philippines  
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**CAREER PROFILE:**

Motivated, teamwork-oriented and responsible Bachelor of Science in Computer Science (BSCS) student with over 10 years of educational background from elementary to tertiary and almost 2 years of part-time working experience. Certified learner with innovation experiences, STEM-oriented instructions, leadership, and computer literacy skill.

**SUMMARY OF SKILLS:**

**Professional Skills**

- Advance proficiency in all Microsoft Office programs.
- Excellent in analytical and problem-solving skills
- Control emails that go to and from the company’s mailing account.
- Ability to handle confidential company information.
- Skilled in handling tasks in a team as well as individually.

**Fundraising Skills**

- Received donated goods from donors.
- Maintained accurate donation records that covers the before, during, and after phases.
- Assisted the organization of a donation drive.
- Collected donations and provided receipts to donors.

**Personal Skills**

- Quality writing and communication skills.
- Highly competitive attitude and strong self-motivation.
- Excellent time-management skills.
- Ability to adapt and learn new tools quickly.
- Capable to manage multiple tasks and meet due dates.

**PROFESSIONAL BACKGROUND:**

<b>Mega-Apps Builders   RSP Group</b> <b>Secretary / Document encoder</b>	Taytay, Rizal	2021-present
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**EDUCATION AND QUALIFICATION**

**Elementary**

Nazarene Ville Elementary School	2009-2016
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**Secondary (JHS)**

San Jose National High School (STE Program)	2016- 2020
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**Secondary (SHS)**

College of St. John Paul II Arts and Sciences (STEM Strand)	2020- 2021
San Jose National High School (STEM Strand)	2021- 2022

**Tertiary**

STI College Ortigas-Cainta (B.S in Computer Science)	2022- present
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