

KRISTINE JOY CAGATA

09683999691

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cagatakristinejoy@gmail.com

PROFILE

A motivated and detail-oriented individual looking to start a career as an encoder. I have strong typing skills, am able to work with large amounts of data accurately, and can quickly learn new software. I am eager to use my organizational skills and attention to detail to contribute to a team and help improve data processes.

WORK EXPERIENCE

IT INTERN

SPLACE BPO COMPANY

March - June 2025

- Assisted in troubleshooting and resolving technical issues
 - Provided technical support for software and hardware-related problems
 - Helped with the installation and configuration of new hardware and software
 - Inventory Management of new hardware units
 - Assisted in installing Windows operating systems
 - Assisted in assembling computer hardware
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EDUCATION

Holy Cross of Davao College

2021 - 2025

BS of Information Technology

CONTACT

- 09683999691
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SKILLS

- Software Proficiency
- Data Management
- Basic Programming
- Communication skills
- Writing skills