

# MARION CHRISTIAN G. MACARAIG

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**Address:** Sitio Centro San Jose Patag, Santa Maria, Bulacan

**Portfolio:** <https://macaraigmariongithub.github.io/macaraigmarion.com/>



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## OBJECTIVES:

To obtain a professional position that will enable me to use my educational background, and ability to work well with people which allow me to grow personally and professionally.

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## OJT / EXPERIENCE:

**DATA ENCODER, PESO OFFICE / MUNICIPALITY OF GUIGUINTO BULACAN GUIGUINTO, BULACAN**  
MAY 2019- JULY 2019

- Data encoder for the mayor's and occupational permit
- Filing and sorting documents
- Answer calls from other department
- Assists in Field Work (Job Fair)

**DATA ENCODER, BUREAU OF INTERNAL REVENUE - RDO 25 B / GUIGUINTO, BULACAN**  
AUGUST 2019 - FEBRUARY 2020

- Data encoder for BIR documents and TIN IDs
  - Assists other department and tax payers
  - Filing and sorting documents
  - Scanning Documents
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## EDUCATION:

**2016 - 2021 | Immaculate Conception I - College of Arts and Technology**  
**Santa Maria, Bulacan**

Bachelor of Science in Computer Science

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## TECHNICAL SKILLS:

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Web (HTML5, CSS3, JavaScript, React)
- Programming (C#, Visual Basic, PHP)
- Data Encoding

## **PERSONAL SKILLS:**

- Good Communication Skills
- Motivated and always willing to learn new things
- Ability to work in high-pressure situations

## **CERTIFICATIONS AND SEMINARS ATTENDED**

- 10th Sta. Maria Youth Congress 2019 "Personality Development" October 29, 2019
- 10th Sta. Maria Youth Congress 2019 "Marine Biodiversity Conversation and Sustainable Lifestyle Practices" October 29, 2019
- 17th Youth Congress on Information Technology Diliman, Quezon City. September 25, 2019
- "Professional Ethics and Legality of using Technology" September 30, 2017

## **REFERENCES**

- References are available upon request