



# MARK JUSTINE OMPAD

INFORMATION TECHNOLOGY



## Contact



Kalye Masagana, Purok Kaakbayan,  
Brgy. Tiniguiban, Puerto Princesa City, Palawan,  
5300



+639922106473



[www.linkedin.com/in/mark-justine-ompad](https://www.linkedin.com/in/mark-justine-ompad)



[markompad1830@gmail.com](mailto:markompad1830@gmail.com)



## Skills

- ✓ Capable of Multi-Tasking
- ✓ Adaptable to New Environments
- ✓ Efficient in Fast-Paced Environments
- ✓ Quick Learner
- ✓ Resilient and High Standards
- ✓ Proficient in Data Entry
- ✓ MS Offices Proficiency (Word, Excel, PowerPoint)



## About Me

I am seeking a responsible career opportunity where I can fully utilize my skills and training to contribute significantly to the success of the company. I will prioritize this assignment over other activities and will be diligent in taking full advantage of any provisions for studying and discussing God's word.



## Education

- **Palawan State University | Tertiary**  
2020 - Present
- **Sta. Monica National High School | Senior**  
2018 - 2020
- **Sta. Monica National High School | Junior**  
2014 - 2018
- **Bacao Elementary School | Elementary**  
2008 - 2014



## Work Experience

### Palawan State University 2023 - Present

#### Student Aide | Records Management Office

- Processed documents by encoding them in the RMS system, tracked document update status, and sent approved documents through email.
- Installing the RMS system in other offices.

### Palawan State University January - April 2024

#### Student Intern | Records Management Office

- Perform various office tasks such as receiving, scanning documents, photocopying important documents and distributing them to respective offices.



## References

**Jovelyn R. Alcazar** | Tesda Palawan  
Administrative Officer V  
09301854130

**Joey Albert Agnas** | Sta. Monica NHS  
Teacher  
09957656049