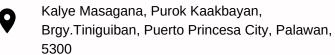


MARK JUSTINE OMPAD

INFORMATION TECHNOLOGY

Contact



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- markompad1830@gmail.com

- ✓ 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