



# MARDY ROSALES ABORDO

**Address:** Banaybanay Amadeo, Cavite  
**Phone:** +639703980314  
**Email:** mrosales.abordo@gmail.com  
**Website:** www.linkedin.com/in/mrabordo

## OBJECTIVE

To develop professional experience in tech industry, multimedia editing, and basic web development, while continuously improving communication, adaptability, and productivity. Eager to contribute technical skills, and problem-solving abilities to support operations and end-users in a dynamic environment.

## WORK EXPERIENCE

- 54-hour Community Immersion (General Service Office - GSO)**

April 2025 - May 2025

  - Assisted with inventory and recordkeeping of municipal office supplies.
  - Supported logistics by distributing materials across departments.
  - Gained experience in organizational workflows and database updates.
- 80-hour Work Immersion (Engineering Department)**

Feb 2024 - April 2024

  - Completed the required competencies for Engineering Work Immersion.

## CERTIFICATES

- 54-hour Community Immersion (General Service Office - GSO)**
  - Certificate of Completion (54-Hour Community Immersion)
- 80-hour Work Immersion (Engineering Department)**
  - Certificate of Completion (80-Hour Engineering Work Immersion)

## SKILLS AND COMPETENCIES

- Technical Skills:**
  - IT Support Tools: Microsoft Office (Word, Excel, PowerPoint)
  - Web Development: Basic HTML, CSS, JavaScript
  - Multimedia Editing: Canva, CapCut, Lightroom
  - AutoCAD (Architectural Design, Floor Plans)
  - Inventory Monitoring, Data Logging
- Soft Skills:**
  - Effective Worker
  - Productive and Task-Oriented
  - Strong Task Resilience
  - Adaptable to Changes
  - Good Communication Skills
  - Takes Initiative

## EDUCATION

- Tertiary Education**

2024 - 2028

National College of Science and Technology

  - Bachelor of Science in Computer Engineering (BSCpE)
- Secondary Education**

2017 - 2024

Amadeo National High School

  - Science, Technology, Engineering and Mathematics (STEM)