

Rachelle Mae Caligdong

Information Technology Student

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About Me

I'm a dedicated IT student with a passion for technology, problem-solving, and continuous learning. I enjoy exploring software development, improving my technical skills, and working on projects that challenge my creativity. My goal is to build innovative solutions and grow into a skilled IT professional in the future.

Objective

As a 3rd-year IT student, I aim to gain hands-on experience, explore new technologies, and expand my technical skills. I am eager to contribute to projects, take on challenges, and grow as a capable IT professional while continuing to learn and develop in a dynamic environment.

Skills



Social Media Planning



Social Media Marketing



Social Media Management



Marketing Strategy

Experience

Brones Cross Security Agency (OJT Assistant secretary)

- Supported office operations by coordinating schedules, handling inquiries, and maintaining accurate records for smooth workflow.
- Assisted with administrative tasks such as preparing documents, organizing files, and managing daily office communications.

Sonic Sales and Distribution Inc. (Warehouse checker)

- Checked, recorded, and verified incoming and outgoing products to ensure accuracy and proper inventory tracking.
- Assisted in maintaining organized warehouse operations by monitoring stock levels, identifying discrepancies, and supporting efficient item distribution.

Sonic sale and Distributio,Inc. (Finance and Accounting Assisntant)

- Assisted in preparing financial documents such as invoices, receipts, and expense reports to support accurate record-keeping.
- Helped monitor daily financial transactions, updated accounting logs, and supported the team in organizing important financial files.

Education

San Isidro Elementary School

2008 - 2014 (6 years)

Elementary Graduate

Agusan Sur National High School

2015 - 2021 (6 years)

High School Graduate

St.Jhon Paul II College Of Davao

2023 - 2027 (4 years)

Bachelor of Science in Information Technology