

ROBLES, RAVEN C.

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OBJECTIVE

To obtain a position where I can apply my skills in customer service, organization, and teamwork while contributing to a positive and efficient work environment.

EDUCATIONAL BACKGROUND

Tertiary:	Concepcion Holy Cross College, Inc. Bachelor of Science in Computer Science A.Y 2023 - Present
Secondary:	Benigno S. Aquino National High School A.Y 2017 - 2023

WORK EXPERIENCE

Office Assistant Intern

Office of the Senior Citizen (OSCA) (04/2022 to 05/2022)

- Assisted with clerical tasks, file organization, and maintaining accurate contact lists.
- Handled basic technical support, managed spreadsheets, and welcomed visitors to the office.

Municipal Tourism Office Intern

Local Government Unit – Concepcion, Tarlac (09/2024 to 11/2024)

- Supported administrative tasks, record management, and visitor assistance to ensure smooth office operations.

- Helped coordinate events and updated filing systems to improve efficiency and data accuracy.

Editor and Office Assistant Intern

Sto. Niño Elementary School – Concepcion, Tarlac (02/2025 to 04/2025)

- Assisted the principal with clerical tasks and organized school records for efficient office operations.
- Edited official documents and helped prepare school communications and event materials.

SKILLS

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- Administrative Support: Organized files, maintained records, and performed routine office tasks.
 - Event Coordination: Assisted in planning and facilitating events.
 - Technical Skills: Proficient in Microsoft Excel and basic office software.
 - Communication: Welcomed visitors and collaborated effectively with staff.

REFERENCE

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- Available upon request.