



SHAINA CAMILLE PANGANIBAN

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ABOUT ME

An incoming graduate of Bachelor of Science in Information Technology at Caraga State University, equipped with strong communication, organizational, and problem-solving skills. With experience in administrative support, data management, and design tasks, I bring adaptability and a collaborative mindset that make me effective in both customer service and office-based roles.

EDUCATION

2020 - present **Bachelor of Science in Information Technology**

Caraga State University College of Computer and Information Sciences

2018 - 2020 **Senior High School**

ASNHS General Academic Strand (GAS)

EXPERIENCE

September -

December 2024

FabLab Caraga

Student Assistant

- Assisted in administrative and support tasks such as data encoding, reporting, and file management.
- Handled graphic design tasks including product labeling and logo enhancement.
- Supported academic tasks such as exam proctoring, checking papers, and recording scores.

June - September

2024

FabLab Caraga

On-the-Job Training

- Managed data using Excel and maintained organized reports.
- Assisted staff and faculty with clerical and academic-related tasks.
- Provided frontline assistance and support for students and visitors.

SKILLS

- Communication & Customer Service
- Administrative Skills

- Problem-Solving & Adaptability
- Technical & Creative Skills

REFERENCES

Engr. Ronieto Mendoza

FABLAR CARAGA, Former FabLab Manager
Caraga State University-Main Campus

Mr. Lyndon Merciales

CRAFT, Staff
Caraga State University-Main Campus