




# VENUS T. VILLAFLORES

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## OBJECTIVES

As I approach graduation with a Bachelor of Science in Information Technology, I'm eager to secure a role in technical support, administrative tasks, or a related field. With expertise in computer maintenance, I excel at assisting administrative staff with technical issues, offering advice, and preparing technical documentation. Proficient in Microsoft Office tools like MS Word, PowerPoint, and Excel. I am eager to contribute my skills to a dynamic work environment where I can learn and grow while providing valuable support to your team.

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## EDUCATION

**Bachelor of Science in  
Information Technology**  
Caraga State University

## WORK EXPERIENCE

**On-the-Job Training Intern**  
Butuan City Police Station 1, Butuan City  
February, 2024 - May, 2024

**Sales Staff**  
Robinson's Place, Butuan City  
November, 2022 - December, 2022

## TECHNICAL SKILLS

- Oriented in Microsoft Office
- Basic knowledge in Adobe Creative Suite (Photoshop, Illustrator)
- PHP, HTML, CSS
- Proficient with Canva
- Software troubleshooting, repair and maintenance

**Service Crew**  
Snack Attack, Butuan City

## OTHER SKILLS

- Excellent time management skills
- Strong interpersonal and communication skills
- Ability to work in a team driven environment