WENDY FRANCISCO

ASPIRING IT PROFESSIONAL | FORMER REGISTRAR STAFF

ABOUT ME

Detail-oriented BSIT graduate with seven years of registrar experience in records management, data organization, and administrative operations. Skilled in MS Office, Canva, and IT office tools with a strong ability to streamline processes and maintain accuracy in high-volume environments. Fast learner and resourceful problem-solver eager to leverage technical skills in Quality Assurance, Backend Support, or IT Support roles.

CONTACT

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- ⦿ 058 Calla Lily St. Purok 2 Brgy. Inchican, Silang, Cavite 4118 Philippines

EDUCATION

Cavite State University - Silang Campus
BS in Information Technology
2021-2026

Trimex Institute of Science and Technology
Business Management (Associate Course)
2010-2012

REFERENCE

Eleonor H. Calayag
Academin Head
Phone: 0921 443 6950
Email :   noniecalayag21@gmail.com

Fe Hernandez
Accounting Staff
Phone: 0950 903 9915
Email :   fehernandez074@gmail.com

EXPERIENCE

Registrar Staff
Soutf Forbes City College Corp.
2012-2015 | 2017-2021 (7yrs)

- Assisted the Registrar Head in daily operations and documents.
- Managed and updated student records and databases.
- Prepared class schedules, student lists, exam schedules, and announcements.
- Ensured data accuracy through proper encoding and quality checks.
- Processed grade rolls and supported the preparation of reports (DepEd LIS, PEAC VMS, CHED, TESDA).
- Provided frontline assistance to students' concerns.
- Performed multitasking, report submissions, and office tasks efficiently.

General Virtual Assistance
Upwork (Remote, Freelance)
2024 - Present

- Provided administrative support, data entry, and online research for multiple clients
- Managed staff schedules and rosters using Google Sheets
- Transferred photos between websites and created digital templates in Canva
- Assisted with data management and CRM tasks, ensuring accuracy and timely delivery
- Maintained clear communication with clients and delivered projects with 100% job success

SKILLS

- MS Excel – Advanced formulas, data analysis, and spreadsheet management
- MS Word – Document creation, formatting, and report preparation
- MS PowerPoint – Presentation design and visual communication
- Canva – Graphic design for documents, presentations, and marketing materials
- Database Management – Organizing, maintaining, and retrieving records efficiently
- Data Entry – Fast and accurate input with attention to detail
- Organized & Detail-oriented – Systematic approach to managing tasks and maintaining accuracy
- Multitasking – Ability to handle multiple priorities without compromising quality
- Fast Learner – Quick to adapt to new systems, tools, and processes
- Research – Skilled in gathering, analyzing, and presenting information
- Scheduling – Efficient calendar management and coordination
- Virtual Assistance – Remote administrative support and task management
- Responsible & Reliable – Consistent delivery of high-quality work with minimal supervision