

**MARJEN CAMAÑAN MAHINAY**

Sitio Barobo1, Talus Malungon Sarangani Province

0926-321-11108

[mharjj.mahinay03@gmail.com](mailto:mharjj.mahinay03@gmail.com)

CAREER OBJECTIVE

*Seeking for an opportunity to learn more and enhance my skills and ability to work well with people who will allow me to grow personally and professionally.*

**PERSONAL BACKGROUND**

Age: 26 Gender : Female Place of Birth : Talus Malungon Sarangani Province Date of Birth: 08/02/98 Height : 4’9 Weight: 49

Nationality : Filipino Status: Single

Language spoken : Tagalog Religion: Roman Catholic

**SKILLS**

* Database management
* Dedicated team player
* Report development
* Accurate and detailed
* Microsoft Office
* Time Management
* Data Entry
* Critical Thinking
* Clerical Support
* Computer Skills
* Adaptability

**EDUCATIONAL BACKGROUND**

**Tertiary Education** GOLDENSTATE COLLEGE

BACHELORS OF SCIENCE IN INFORMATION TECHNOLOGY

April 13,2019

* ON THE JOB TRAINING, PLDT Inc, Completed Year 2018(Best on the Job Training Student)
* Thesis Statement: MULTIMEDIA AND ITS EFFECT TO THE BSIT 3RD YEAR STUDENTS OF GOLDENSTATE COLLEGE YEAR 2018-2019 (BEST in THESIS)

**Secondary Education** TALUS NATIONAL HIGH SCHOOL

March 30, 2015

**Elementary Education** TALUS ELEMENTARY SCHOOL

March 30, 2010

**SEMINARS ATTENDED**

August 13, 2016 I.T. ENHANCEMENT SEMINAR IN GENDER AND DEVELOPMENT

Golden state College, General Santos City

October 8, 2016 I.T. ENHANCEMENT SEMINAR IN RAISING SOCIAL AND PERSONAL AWARENESS: ANSWERING ETHICAL ISSUES IN INFORMATION TECHNOLOGY

Golden state College, General Santos City

December8, 2016 I.T. ENHANCEMENT SEMINAR IN CYBERSECURITY AWARENESS ORIENTATION

Golden state College, General Santos City

**WORK EXPERIENCE**

**SECRETARY/CASHIER (JUNE 2019- Present)**

**CAR SERVICE CENTER**

* Review and update correspondence files and database information from and maintain accurate records.
* Maintain ongoing communication with relevant departments to confirm accurate data delivery
* Sorted documents and maintained organized filing process.
* Manage workflow scheduling, data entry and accuracy verification for six large data projects.
* Completed data entry tasks with accuracy and efficiency.
* Communicated with supervisors and colleagues to process data quickly and resolve discrepancies.
* Scanned documents and saved in database to keep records of essential organizational information.
* Created and maintained data entry logs to track data entry activities.
* Used computer software to store and retrieve data.
* Assist customers inquiry.
* Process sales transactions and taking payments.
* Reconciling cash drawers and sales receipts.

**PRIVATE TUTOR November 2020- May 2021**

**(HANDLING 2 KIDS MRS.& MR ABDON FAMILY)**

**PART-TIME 6:30PM-8:00PM**

* Assisting students with homework, project, test preparation, paper, research and another academic task.
* Teaching skills to improve academic performance, including study strategies, note-taking skills.
* Conducting practice test to track progress, identify areas of improvement and help set goals.
* Recognizing different learning styles and student preferences.
* Prepare learning materials or equipment’s and assisting students in their use.
* Establish a friendly, encouraging and welcoming environment for students.

**CUSTOMER SERVICE (PLDT Inc.) ON-THE-JOB TRAINING**

**June 2018-October 2018**

* Respond promptly to customer inquiries and concerns
* Resolve customer issues and complaints effectively and efficiently
* Maintain a positive and professional attitude at all times
* Continuously improve your knowledge of products and services
* Maintain accurate records of customer interaction and transactions.

**PRIVATE TUTOR July 2017- December 2017**

**(HANDLING 1 CHILD MRS.& MR REBAJA FAMILY 9Years old)**

**PART-TIME 6:00PM-9:00PM**

* Working with the child to help them understand their subjects.
* Prepare educational materials to enhance their learning in different subjects.
* Prepare variety of teaching strategies to catch up the attention.
* Monitor the child progress and adjust the teaching approach as needed.

**SERVER (JJJ KAINAN GRILLS) PART-TIME**

**January 2017- May 2017**

* Greetings and seating customer
* Communicating any food allergy or special nutrition needs to kitchen staff
* Providing attentive service to diners. Like refilling drinks as needed and checking their needs during meals
* Performing some cleaning duties, such as the service station, around the kitchen and in the dining area.

**CERTIFICATES**

* TEFL PROFESSIONAL INSTITUTE (Teaching English as foreign Language Course 120HOURS)

Techer Record

July 7, 2023

* PD 907 Certification of Eligibility

Civil Service Commission

March 22 2019

**REFERENCES**

ROMAN GATBONTON IT INSTRUCTOR

College of Information Technology Education Goldenstate College – General Santos City 0930-720-0819

ARIEL D. TAPERLA

OFFICE STAFF

Manduramante Law Office-General Santos City

0935-216-6614

KARINA EMELDA RAMAS ABDON BUSINESSWOMAN-Polomolok South Cot.

0997-7470-979