



Ej-cien Balagoza

CONTACT



Address

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Philippines 5414



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SKILLS

Computer Literate
Good in Communication
Creative
Flexible
Good Manner

WORK EXPERIENCE

Work Immersion in Rural Health Unit

January 2020 - February 2020

DRA. Estrella Payoyo - Sorsogon City, Bulan Barangay Aquino,
Philippines

- *Encoding Files/Documents using Microsoft Word office.
- *Learned new skills and applied to daily tasks to improve efficiency and productivity.
- *Carried out day-to-day duties accurately and efficiently.
- *Collaborated with team members to achieve target results.
- *Used coordination and planning skills to achieve results according to schedule.
- *Worked within applicable standards, policies and regulatory guidelines to promote safe working environment.

EDUCATION

Sorsogon State University - Bulan Campus | August 2020 – Present

Bachelor of Science in Information Technology
Sorsogon City, Bulan Zone-8

Senior High School - Bulan National High School | 2018 – 2020

Computer System Servicing (CSS)
Zone - 8 Bulan, Sorsogon

Junior High School - Teresita C. Young Memorial High | 2014–2018

School
Teresita C. Young Memorial High School
Sawang, Aroroy, Masbate

Elementary School | 2008 – 2014

Matongog, Elementary, School
Matongog, Aroroy, Masbate