



JUDEN A. PAYO

CONTACT

09267286008

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LANGUAGES

English

Filipino

Visayan

SKILLS

Database Entry

Filing Systems

Spreadsheet Tracking

Proofreading Documents

Multitasking Abilities

PROFILE

Dedicated administrative professional with successful experience in fast-paced office settings. Hardworking team player with expertise in completing various clerical tasks and offering staff support. Responsible, punctual and productive professional when working with little to no supervision. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

EDUCATION HISTORY

Bachelor of Science in Information Technology, Visayas State University - Isabel, July 2015 - July 2019

Completed the Capstone Project