



MARIA NOEL IBO

A goal-driven individual that is willing to adapt to the environment, open to learn new lessons, gain relevant experiences, acquire skills that will contribute to develop efficiency and apply all of these professionally and personally

Contact



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Maria Noel Abapo Ibo



Cebu City

Education



Bachelor of Science in Civil Engineering

2021

Visca, Baybay City, Leyte



Franciscan College of the Immaculate Conception

2013

A. Bonifacio St. Baybay City, Leyte



Baybay II Central School

2009

R. Magsaysay Ave., Baybay City, Leyte

Skills

Communication

Computer Literacy

Teamwork

Flexibility

Critical Thinking

Leader



Experience



Customer Service Representative

Foundever

January 2023 - July 2024

- Healthcare- schedules medication delivery to patients
- Telco- provides technical support to customers
- Auto-Finance- assist in auto-loan inquiries to buyers



DESO Technical Support

COMELEC Baybay Leyte

February 2022 - May 2022

- Provides technical support and troubleshooting on electoral machines during election day
- Transmits data to the main server after the voting
- Assist on the voters during the election period



Scientific Advisory Team Volunteer

Environmental Legal Assistance Center, ELAC, Palo, Leyte

April 2021 - April 2022

- Data Assistant
- Social Media and Communication Focal Person

PART-TIME JOB EXPERIENCES



Tutor

Grade 7 and Grade 9

August 2020 - June 2021

- Teaches all subject for grades 7 and 9 students



Support Staff

DESO, COMELEC, Baybay, Leyte

May 2019

- Provides overall assistance during the election day



Student Assistant

Visayas State University

August 2019 - December 2019

Department of Pure and Applied Chemistry (DOPAC), Baybay, Leyte

- Assist in the inventory of glassware and chemicals
- Maintains the cleanliness of the equipment and facilities
- Assist the laboratory technician on the tasks assigned

Student Assistant

Visayas State University August 2018 - September 2018
Department of Pure and Applied Chemistry (DOPAC),
Baybay, Leyte

- Assist in the inventory of glassware and chemicals
- Maintains the cleanliness of the equipment and facilities
- Assist the laboratory technician on the tasks assigned

Non-Permanent Staff

COMELEC, Baybay, Leyte May 2017

- Assist the personnel in receiving the equipment used during the election day
- Arranges files that was used during election
- Maintains cleanliness and orderliness in the office

Summer Job Worker

Local Government Unit, Baybay, June 2016 - July 2016
Leyte

- Phil Post and Human Resources Department
- Sorts and delivers mails
- Provides assistance to every task assigned

Summer Job Worker

Local Government Unit, Baybay, March 2013 - May 2013
Leyte

Department of Agrarian Reform

- Arranges land titles, transfer certificate of title and any other documents
- Provides assistance to each personnel that needs help

Language

English

Tagalog

Cebuano

Reference

Dr. Buenaventura B. Dargantes Environmental Legal Assistance Center, Inc.
President +63-917-132-3695

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Trainer +63-966-184-5981

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