ANGELICA G. BARCOS

SUMMARY

I am a hard working, honest individual. Always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.

CONTACT

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f Angelica Escasinas Goder Barcos

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📍 Brgy. Altavista, Baybay City, Leyte, Philippines 6521

PERSONAL INFORMATION

Gender: Female
Nationality: Filipino
Age: 27
Date of Birth: March 17, 1997
Place of Birth: Brgy. Altavista Baybay City, Leyte
Civil Status: Single
Height: 5'2
Weight: 75 kg

ELIGIBILILTY

CAREER SERVICE SUBPROFESSIONAL EXAMINATION
Passed, March 03, 2024

EDUCATION

2013-2020	VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte Bachelor of Science in Computer Science
2010-2013	Baybay National High School 30 de Deciembre, Baybay City
2003-2010	Altavista Elementary School Brgy. Altavista Baybay City, Leyte

TECHNICAL SKILLS

MICROSOFT OFFICE (MS WORD, EXCEL, POWER POINT, INTERNET, ETC....)
ADOBE CREATIVE SUITE (PHOTOSHOP)

INTEREST & PERSONALITY

GOOD COMMUNICATION SKILLS
RELIABLE, RESPECTFUL AND HONEST PERSON
PROVIDE CLEANLINESS AT ALL TIMES
FLEXIBLE, FAST LEARNER AND ALERT
INTERESTED TO LEARN IN ANY ASPECT OF WORK
ACCURATE AND ATTENTIVE TO DETAIL
CAN WORK FAST WITHOUT SACRIFICING A HIGH QUALITY OF STANDARD

PRE- PROFESSIONAL EXPERIENCE

Visayas State University (April 2016- August 2016)
Enrollment encoder and assist the computer registrar for encoding the subjects, handed troubleshooting and maintenance as well as monitoring.

WORK EXPERIENCE

Job Order Emergency – LGU Baybay (October 2020 – February 2022)
Work as editor and encoder.

VISAYAS STATE UNIVERSITY - VISCA, BAYBAY CITY, LEYTE

Research Assistant (March 08, 2022 - December 07, 2022)

Work as Research Assistant
- collecting data from the respondents.
- transcribing the data from focus group discussion

VISAYAS STATE UNIVERSITY - VISCA, BAYBAY CITY, LEYTE

Technical Support Staff (January 01, 2023 - December, 2024)

Listed below are the specific functions, duties, and responsibilities of a Technical Support Staff:

- Create virtual classrooms in VSUEE for the faculty of the university.
- Cater technical problems of students and faculty with VSUEE and Turnitin concerns through email and

  face-to-face.
- Create, update, and delete VSUEE accounts for students and faculty.
- Making comprehensive reports of all the data extracted from the system.
- Facilitate during VSUEE Webinar/Training Workshop.
- Performs other functions as assigned by superiors and other office staff.

REFERENCES

NANCY D. ABUNDA

Professor I - VISAYAS STATE UNIVERSITY

✉ nancy.abunda@vsu.edu.ph

MA. RACHEL KIM L. AURE, PHD

Director for Instruction and Evaluation - VSU

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MARK GIL A. VEGA

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