

# MARK LOUIS GARCES

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## SUMMARY

Cheerful individual willing to quickly learn office routines and carry out tasks without supervision. Gets along with members of staff from all levels and departments. Accountable professional willing to efficiently carry out oral and written directions from senior staff. Organized person with experience in running errands and distribution tasks. Competently sets up and operates office equipments.

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## EXPERIENCE

**Clerk at, 09/2023 - Current**

**Supply and Property Office - VSU Main Campus**

- IT expert
- Incharge of vehicles' renewal of registration
- Incharge of building renewal of insurance
- Kept office operations running smoothly and efficiently by implementing procedure and policy improvements.

**Encoder at, 06/2018 - 08/2019**

**University Registrar - VSU Main Campus**

- Encoding student's data during enrollment
- Gathered and reviewed information to gauge accuracy and clarity.

**Clerk at, 02/2018 - 05/2018**

**Local Civil Registrar - LGU Hilongos**

- Encoder
  - In charge of birth and death certificates
  - Assessed customer needs through clear communication, anticipating and responding appropriately to queries.
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## EDUCATION

**Bachelor of Science, Computer Science - DOST Scholar, 2017 - Current**  
**Visayas State University - Main Campus** - Visca, Baybay City, Leyte

**Bachelor of Science, Marine Engineering - Maersk Scholar, 2014 - 2017**  
**University of Cebu - METC** - Mambaling, Cebu City

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## CERTIFICATION OF ELIGIBILITY

- Career Service Professional Civil Service Eligibility passer
- Career Service Subprofessional Civil Service Eligibility passer

## CONTACT

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## SKILLS

- Computer Literate
- IT expert
- Computer installation and Maintenance
- Excellent Verbal Communication
- Easy to learn
- Can work effectively
- Can be trusted