

ARLJUNE ABANCO

CONSULTANT / GRAPHICS DESIGNER

09058568218 abanco.arljune12345@gmail.com Brgy. San Isidro, Baybay City

OBJECTIVES

To be able to find a challenging and rewarding career that will help me gain knowledge and experience in the field management.

EDUCATIONAL BACKGROUND

PRIMARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION BAYBAY CITY, LEYTE 2000 - 2006
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION BAYBAY CITY, LEYTE 2006 - 2010
TERTIARY	VISAYAS STATE UNIVERSITY - MAIN CAMPUS BAYBAY CITY, LEYTE 2017 - 2021

WORK EXPERIENCE

Virtural Assistant - The Joe Kennedy Team (US Based Agency)
June 2015 - August 2017

Job Order (City Mayor's Office)
June 2021 - August 2024

Administrative Aide IV (City Mayor's Office)
October 2024 - Present

KEY SKILLS

- MICROSOFT OFFICE
- COMMUNICATION
- CRITICAL THINKING
- CREATIVITY
- ACTIVE LISTENING
- ADAPTABILITY
- ADOBE PHOTOSHOP
- COMPUTER LITERACY
- FLEXIBILITY
- LEADERSHIP
- DATA ANALYSIS

ELEGIBILITY

- CAREER SERVICE (PROFESSIONAL)



DATE OF BIRTH

- JUNE 16, 1993

PLACE OF BIRTH

- INTRAMUROS, MANILA

CIVIL STATUS

- SINGLE

CITIZENSHIP

- FILIPINO

RELIGION

- ROMAN CATHOLIC

HEIGHT

- 5'11

WEIGHT

- 85 KG

FATHER'S NAME

- ARLENDITO I. ABANCO

MOTHER'S NAME

- EVELYN B. ABANCO