

MARJORIE M. BARABAT

ABOUT ME

I am a hardworking, self-motivated, and reliable individual with a strong work ethic and a willingness to learn. As an aspiring Virtual Assistant with no prior experience, I am eager to develop my skills in administrative support, data entry, email management, and online research. I am a quick learner, adaptable, organized, and detail-oriented, with a commitment to completing tasks efficiently and meeting deadlines. I am dedicated to learning new tools, providing quality support, and building trust with clients while contributing to their productivity and success.

EDUCATION

2024-2026 University Of Perpetual Help System Laguna

Master of Science in Information Technology

Advanced graduate program focused on information systems, software development, database management, cybersecurity, networking, and emerging technologies. Strengthened analytical, technical, and research skills through the application of innovative IT solutions to real-world challenges.

2018 - 2022

Cavite State University - Trece Martires City Campus

Bachelor of Science in Information Technology

Comprehensive undergraduate program focused on software development, database management, networking, systems analysis, and information systems. Developed strong technical, analytical, and problem-solving skills through academic projects and hands-on laboratory experience.

WORK EXPERIENCE

2022 - 2026

Cavite State University - Trece Martires City Campus

Instructor II

Managing to teach first-year to fourth-year students depends on the assigned loads by the department chairperson. Manage to teach in lecture and laboratory classes. Collaborate with another IT Instructor with same subject and create a lecture syllabus.

2021-2022

GDD Documentation Services Inc.

Credit Investigator

Collecting and arrange all information of the client for their application requirements. Collaborate with other teams.

2021

Explosive Burger

Store Staff

Manage to clean and assist the customer need. Doing the inventory task. Preparing the order of the customer

INTERN EXPERIENCE

Jan. 2022 - March 2022
Cavite State University - Trece Martires City Campus

IT Support

Provided technical support by troubleshooting hardware, software, and network issues. Assisted in installing, configuring, and maintaining computer systems and IT equipment, performed routine system maintenance and software updates, and supported IT operations to ensure the functionality of computer laboratories and office workstations.

Jan. 2018 - March 2018
CREOTEC Philippines Inc. Laguna Center

Electronic Production Operator

Electronic assembly and soldering, assembling electronic components and ensuring proper connections, and testing the assembled units for functionality. Process inspection and quality control, monitor production lines, inspect assembled products for defects, and implement corrective actions to maintain quality standards.

SKILLS

Microsoft Office

- Proficient in using Microsoft Word, Excel, PowerPoint, and other Office applications for document creation, data management, presentations, and administrative tasks.

Web Development

- Proficient in creating and designing responsive web pages using HTML and CSS, including page structure, layouts, styling, and user-friendly interfaces.

Graphic Designer

- Skilled in creating visual content, social media graphics, presentations, and marketing materials using Canva, CapCut, and Adobe Photoshop.