

# JUSTINE FRANCISCO

IT | WEB DEVELOPMENT & DATA MANAGEMENT



## CONTACT

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P-3 Upper Tagawisan,  
Brgy. Badas, City of Mati,  
Davao Oriental

## SKILLS

- Computer Literate
- Data Entry
- Data Management
- Basic knowledge in Editing (Adobe Photoshop, Canva)
- Microsoft tools (excel, word, powerpoint).
- Detail Oriented
- Problem Solving
- Time Management
- Adaptability

## LANGUAGES

- English (Fluent)
- Bisaya (Fluent)
- Tagalog (Fluent)

## REFERENCE

ATTY. KRISTINE JOY L. MANLIGOY  
OEO-Mati | Election Officer IV

Phone: +63 977 116 7448

Email: kristinejoymanligoy@gmail.com



## PROFILE

I'm Justine Francisco, 23 years old, a graduate of the Bachelor of Science in Information Technology (BSIT) from Davao Oriental State University. With a strong foundation in computer operations and data management, I am eager to begin my professional career in an environment that values reliability and service. I have developed skills in data management, documentation, and the use of various computer applications, and I'm committed to continuously learning and improving. I look forward to applying my skills across various roles and contributing to meaningful projects that support the growth and success of a forward-thinking organization.



## INTERNSHIP EXPERIENCE

### OFFICE OF ELECTION OFFICER - MATI

March 2025 - May 2025

Clerical & Technical Support ( INTERN / OJT )

- Performed clerical duties, including data entry, report preparation, and payroll processing.
- Provided technical support and minor Adobe Photoshop editing for election-related materials.
- Assisted during elections, ensuring smooth operations while handling confidential data authorized by the Election Officer.

### RIE FaCET - DAVAO ORIENTAL STATE UNIVERSITY (DORSU)

February 2025 - March 2025

Clerical ( INTERN / OJT )

- Performed clerical duties, including data entry and report preparation
- Designed organizational charts, name plates, and office communication materials



## EDUCATION

### BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

2021- 2025

DAVAO ORIENTAL STATE UNIVERSITY

### SENIOR HIGH SCHOOL - ICT (PROGRAMMING)

2021- 2019

MATI NATIONAL COMPREHENSIVE HIGH SCHOOL

### JUNIOR HIGH SCHOOL

2015- 2019

MATI NATIONAL COMPREHENSIVE HIGH SCHOOL

### PRIMARY EDUCATION

2009- 2015

JUANA BOLIVAR PEÑA FLORIDA ELEMENTARY SCHOOL