

# ALEJANDRO, GWYNETH P.

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Consolacion, Cebu | gwyne.alejandro@gmail.com | 09914100220

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A highly dedicated individual to producing quality service and gaining valuable work experience. Aims to improve and apply her skills and knowledge to the industry.

## EDUCATION

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### Cebu Technological University - Main Campus

Aug 2020 - Jul 2024

Bachelor of Arts in Literature

- Magna Cum Laude

## INTERNSHIPS

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### Cultural Mapping Intern

Apr 2024 - Jun 2024

Cultural and Historical Affairs Office (CHAO) | Cebu City

- Interacted and interviewed a lot of key informants during the cultural mapping activity.
- Provided assistance to the staff in doing paper works and data gathering.

### Student-Teacher Intern

Jan 2024 - Mar 2024

Cebu Technological University - Main Campus | Cebu City

- Provided assistance to my cooperating teacher in handling the class and in helping students with inquiries and concerns.
- Managed and organized students' works and scores with confidentiality.

## SKILLS

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### Technical Skills

- Able to provide accurate data entry and customer information management.
- Proficient in navigating software and tools like Microsoft Office and Google Workspace.

### Soft Skills

- Able to manage time and prioritize tasks effectively.
- Effective at ensuring and recording accurate information.
- Goal-oriented with a strong commitment to achieving best results.