



JANE KAREN J. BANI

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🏠: JUNQUERA EXTENSION SANTA CRUZ, CEBU 6000

SUMMARY

Flexible in working environment, enthusiastic and persevere. 5 years experience working as a Student Assistant in the office of Alumni and Office of the Dean in the Department of IICT in MSU-TCTO.

EXPERIENCE

August 2017 – May 2022

STUDENT ASSISTANT

MSU-TCTO, BONGAO, TAWI-TAWI

- Supported administrative staff with various tasks, demonstrating ability to work independently and collaboratively.
- Provide support to faculty members in preparing course materials, showcasing multitasking aptitude.
- Participated in special projects related to student affairs initiatives, demonstrating flexibility and commitment.

April 2018 – December 2018

HOUSE KEEPING

- Maintain the cleanliness of the hotel's room.
- Attend and serve the needs of the hotel's guest.

January 2024 February 2024

SALE'S LADY

- Print out customer documents / edit documents.
- Serves customers and obtaining orders.

March 2024 to Present

BPO (Call Center Agent)

- Provides customer service to international client through phone/chat.

EDUCATION

- Sta. BARBARA ELEMENTARY SCHOOL (2010)

Sta. Barbara, Zamboanga City, 7000

- ZNHS-WEST (2014)

RT. LIM Boulevard, Zamboanga City, 7000

- Mindanao State University – Tawi-Tawi College of Technology and Oceanography (2023)

Sanga-Sanga, Bongao, Tawi-Tawi, 7500

- BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY MAJOR IN NETWORKING

ELIGIBILITY

CAREER SERVICE PROFESSIONAL – AUG 2023

SKILLS

- Graphics and Layout Design using the following: (Adobe Illustrator, Ibis paint, and Photoshop)
- Microsoft Application Savvy (MS Word, Excel, PowerPoint)
- Has a little bit experience with the following (HTML, CSS, PHP)