



Carolyn S. Beltran

Career Objective

Information Technology graduate with experience in promoting brands and marketing products to businesses and consumer. Proven academic and curricular achiever, and possesses right marketing skills to propel the organization in achieving their goals and objectives

Get in touch!

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Seminars Attended

- 5 Day Online Training Course for Pollution Control Officer (PCOs), June 19-23, 2023
- Basic Occupational Safety and Health (BOSH) for Safety Officer 1, April 29-30, 2023
- Container : The Future of Application Development Online Webinar, September 22, 2020
- World Interaction Design Day, Philippines 2020, September 29, 2020
- Institutional Roles and Research Ethics / Experiences on Ethics Review of Researchers Webinar, September 24, 2020
- How Technology Supersedes this New Normal Webinar, September 25, 2020
- Top 3 Demo Picks by Websitesadvice, September 26, 2020

Work Experience

Administrative Assistant (May 2023 - present)
The Palmridge School, Inc.

- Manage office supplies, stock and place orders.
- Prepare regular reports on expenses and office budgets.
- Maintain and update company databases.
- Organize a filing system for important and confidential company documents.
- Answer queries by employees and clients.
- Maintain a company calendar and schedule appointments.
- Book meeting rooms as required.
- Distribute and store correspondence (e.g. letters, emails and packages).
- Prepare reports and presentations with statistical data, as assigned.

School Secretary (July 2022 - April 2023)
The Palmridge School, Inc.

- Maintain attendance and other records for staff, students and the school district at large
- Communicate with parent, teaching staff, students, board members and the public
- Perform clerical duties for the school administration and teaching staff
- Answer phones, coordinate meetings and complete general office tasks

Customer Service Representative (November 2021-March 2022)
Ibex Global Solutions (Philippines) Inc.

- Responsible for ensuring compliance with company systems, processes and procedures. Customer service experience in any of the following industries: retail, hospitality, administration, banking with preference for call center experience.
- Demonstrated experience in working in a multicultural team.
- Ability to provide unbiased and accurate feedback in a non- threatening way
- Excellent verbal & written communication with strong customer service ethic
- Ability to work with deadlines and manage priorities with high attention to detail

Academic History

Cavite State University Trece Campus

Trece Martires City, Cavite

Bachelor of Science in Information Technology 2017-2022

Graduate

- Member, League of Information Technology Leaders
- Scholar

St. Paul University QC

Aurora Blvd Quezon City

Bachelor of Science in Commerce major in Information Technology 2000-2002

- Scholar GIA (Grant In Aid)