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**Christine E. Gabutero**

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**Career Objectives:**

To gain new experiences in handling any task that are given to me, to enhance my skills and to explore my hidden ability in your company. It is an opportunity for me to achieve my goals and to cultivate myself for being independent, responsible, and to be a matured individual.

**Educational Background**

**College**

**Bachelor of Science in Information Technology**

* **Davao Del Norte State College**

Panabo City, Davao Del Norte

2019 - Present

**Senior High School**

**Information and Communications Technology**

* **University of Mindanao Panabo College**

Panabo City, Davao Del Norte

2017 – 2019

* Top 6 in the overall ranking of the IT students

**Junior High School**

* **Panabo National High School**

Panabo City, Davao Del Norte

2014 – 2017

**Elementary**

* **Mantalongon Elementary School**

Brgy. Mantalongon, Barili, Cebu

2008 – 2014

**Special Skills**

* Encoder
* MS Office Literate
* Computer Related skills
* Email Handling
* Customer Service Skills

**Experiences**

**Customer Service Specialist**

Shopify/ Selling Biltong

1. years

* Answers customer issues in a timely manner through chat and email.

**Junior Customer Service Specialist**

Upwork

2016

* Answers tickets in timely manner

**Branch Coordinator**

Blackarrow Express Panabo Branch

2017

* Customer Service Representative
* Front Desk Officer

**Administrative Assistant**

Dolar Outsourcing Services

2018-2019

* Accepting parcels from senders
* Preparing parcel to be send
* Encoding Order ID