



Trina Tawingan



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sites.google.com/view/va3na



#275 (P2), 653 F. Aquende Drive,
Legazpi City, Albay 4500, Philippines

PROFILE

I am a fun, hard working, 20-year-old creative who strives for excellence in everything I do. I'm an avid learner and seek to enhance the lives of everyone around me.



18 October 2001

EDUCATION

Bicol University

Nursing Undergraduate
2020-2022

University of Sto. Tomas

STEM Graduate
2018-2020

REFERENCES

Cristian Jay Herrera

Former Professor
University of Sto. Tomas
cnherrera@rex.com.ph

WORK EXPERIENCE

FREELANCE GRAPHIC DESIGNER

2019-PRESENT

Coordinated with clients regarding preferences and budgeting for projects e.g. posters, infographics, banners, and other publication materials.

INTERN

2019-2020

UNIVERSITY OF STO TOMAS HOSPITAL

Delivered clerical support by interacting with clients, answering phone calls, taking down messages, and providing information. Supported various departments with general admin work.

SKILLS

GRAPHIC DESIGN

Comes up with unique graphic designs for multiple professional and personal events, announcements, and publication materials.

NOTE-TAKING

Organizes files, lists, projects, etc. as required by the client and takes notes effectively during meetings.

COMMUNICATION

Communicates effectively with clients and other service providers when required. Comfortable with the English language; able to distinguish and understand international accents.

WORKSPACE PRODUCTIVITY

Able to navigate through Google Workspace and other cloud-based services for easy and effective collaboration with client to meet requirements. Able and willing to learn to operate other productivity software.