

GARDO ACUÑA

Bacuag, Surigao del Norte  4cunagardo@gmail.com  in/gardoacuna  0954 276 1199  acunagardo.com

SUMMARY

Information Technology graduate with practical experience in digital design, document processing, and customer service. Skilled in troubleshooting and computer systems, with strong communication and teamwork abilities. Passionate about using technology and creativity to deliver efficient, people-centered solutions.

WORK EXPERIENCE

Freelance Graphic Designer

Remote

- Designed digital marketing materials (tarpaulins, posters, social media graphics) using Canva and Photoshop.
- Completed 3 promotional layout projects for a corporate event.
- Managed client communication and revisions efficiently to meet deadlines.

Front Desk Intern – Land Registration Authority

Surigao City

- Assisted 20-30 clients in requesting certified true copies of land titles and subdivision plans.
 - Processed documents accurately and coordinated with the records section for verification.
 - Provided courteous, professional, and efficient customer service.
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TECHNICAL & CORE SKILLS

Technical Skills: Microsoft Office (Word, Excel, PowerPoint), Adobe Photoshop, Canva, CapCut, Internet Navigation

Core Competencies: Customer Service, Data Entry, Document Processing, Communication, Teamwork

EDUCATION

Bachelor of Science in Information Technology (BSIT)

Northeastern Mindanao Colleges – Graduated: 2025

Senior High School – General Academic Strand (GAS)

Campo National High School – Graduated: 2020



CERTIFICATIONS & TRAININGS

- **Cybersecurity Awareness** – Department of Information and Communications Technology (DICT), 2024
- **Project Yourself: Unlocking Your Full Potential for Success**, 2024
- **Digital Impact Philippines Conference**, 2025