

CHRISTIAN LLOYD S. COMENDADOR

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PROFESSIONAL SUMMARY

Detail-oriented and tech-savvy individual with strong skills in data entry, research, and online tools such as Google Workspace and Canva. Eager to support clients with administrative tasks, email handling, and accurate data management. Known for being a fast learner, organized, and reliable in remote work environments.

KEY SKILLS

Data Entry | Online Research | Email Handling | Google Workspace (Docs, Sheets, Drive) | Canva | ChatGPT/AI Tools | Time Management | Attention to Detail | Communication | Organization

TECH PROFICIENCY

AI Tools: ChatGPT, Grammarly

Productivity: Google Workspace (Docs, Sheets, Drive), Microsoft Word

Communication: Zoom, Google Meet

Design/Social Media: Canva

EDUCATION

Bachelor of Science in Marine Transportation

[Davao Merchant Marine Academy | Philippines | [2026]

Relevant Coursework: Computer Applications, Business Communication, Organizational Management

RELEVANT EXPERIENCE

Student / Academic Projects

[Davao Merchant Marine Academy] | [2026]

- Conducted online research and compiled accurate data for school projects using Google Docs and Sheets
- Organized and managed files efficiently for group activities, improving workflow and collaboration
- Assisted classmates in editing documents and presentations using Canva and Google Slides

Family / Personal Tasks Support

[Davao city] | [2026]

- Managed basic data entry tasks such as encoding and organizing information in spreadsheets

- Handled online inquiries and basic communication through messaging platforms
- Maintained organized digital files for easy tracking and access

REMOTE WORK READINESS

Internet: PLDT/Globe (Stable Connection) | Backup: Mobile Data

Equipment: Personal Laptop | Headset | Smartphone

Availability: Flexible | Open to part-time/full-time | Willing to work different time zones

LANGUAGES

English: Proficient

Filipino: Native