

HOLLY MARINA Y. ABAÑO

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ABAÑO, HOLLY MARINA YUMUL

SUMMARY

Motivated and detail-oriented individual with experience as a student intern at the Geoinformatics Center of Benguet State University, where I gained skills in spatial data acquisition, analysis, and map creation for vulnerability assessments and navigational purposes. Worked as an appointment setter at an US-Based Real Estate Company, engaging with clients to offer available lots, set meetings, and help close deals. Also served as a virtual assistant for a performing artist, managing schedules and coordinating gigs, demonstrating strong communication, organization, and multitasking abilities.

WORK EXPERIENCE

Student Intern - Geoinformatics at Benguet State University **June 2024 - Aug 2024**

- Learned how to acquire spatial data, integrate spatial data with non-spatial data (i.e. descriptive information about the spatial data), analyze them, create and visualize different scenarios and produce outputs for explicit understanding.
- Mapping of different locations which shows vulnerability, creating maps for directions, and etc.

Appointment Setter **Oct 2023 - May 2024**

- Worked as an Appointment Setter at a Real Estate Company based on United State wherein main tasks includes managing emails, scheduling appointments, updating property listings, handling CRM systems, and coordinating with clients or leads.
- Also handled lead generation, cold calling, and following up with prospects to nurture client relationships.
- Used HubSpot to manage leads and track client interactions and Google Calendar, Microsoft Outlook, or Calendly to organize appointments efficiently.

Virtual Assistant **June 2023 - Sep 2023**

- Coordinated with multiple clients that wanted to schedule a gig for my client. The client was a rockstar artist that needed an assistant to manage her time and schedules.
- My tasks includes managing emails, scheduling appointments, handling data entry, and maintaining records.

EDUCATION **Aug 2020 - May 2025**

Bachelor of Science in Environmental Science

Tarlac State University

- Student Apprentice
- Thesis on "Biodiversity Assessment of Pteridophytes in Mt. Pinatubo Crater Trail Capas, Tarlac".
- 3rd Best in Thesis awardee
- Graduated with Latin Honor - Cum Laude

ADDITIONAL INFORMATION

- **Technical Skills:** Microsoft Office proficient and QGIS for mapping
- **Languages:** English and Filipino
- **Certifications:** Bachelors Degree and Civil Service Eligibility
- **Awards/Activities:** Best Thesis Awardee and Cum Laude