



ARWIN RYAN JANOYAN

CONTACT

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EDUCATION

University of Mindanao - Tagum City
1st Year – Bachelor of Science in Information Technology
2025 (Current)

Tagum City National High School
Grade 11 and grade 12 Senior High School With Honors (GWA: 91)
2023 – 2025

Tagum City National High School
Junior High School
With Honors (GWA: 90)
2019 – 2023

Magugpo Pilot Imelda Elementary School
Elementary
2014–2019

Magugpo Pilot Imelda Elementary School
kindergarten
2012–2014

LANGUAGE

- English
- Filipino

OBJECTIVES

To obtain a Virtual Assistant position where I can use my organizational, communication, and tech skills to help clients get things done efficiently. I'm also eager to keep learning and growing as I take on new challenges and responsibilities.

SKILLS

- Email and Calendar Management
- Data Entry and Documentation
- Online Research and Reporting
- Customer Communication and Support
- Social Media Assistance (Facebook, Instagram, TikTok)
- Google Workspace (Docs, Sheets, Slides, Gmail)
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Canva (Basic Graphic Design)
- Project Management Tools (Trello, Notion, ClickUp)
- Time Management and Organization
- Adaptability and Quick Learning
- Reliability and Attention to Detail

ACHIEVEMENTS

- 2nd Place MMCM Code Clash Programming Competition
- Grade 12 With High Honors 2nd Semester

REFERENCES

Ernie Balbuena

ETech and Media Information Literacy Teacher