



ARWIN RYAN JANOYAN

CONTACT

- +639279546416
- ajanoyan24@gmail.com
- Villa Verde, Sanmiguel, Tagum City,
Davao Del Norte, 8100, Philippines
- www.linkedin.com/in/arwin-janoyan-2528a0356

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