



# JOHN CASSEY D. CALAGUI

ASPIRING VIRTUAL ASSISTANT | IT STUDENT | NC II CSS HOLDER

## CONTACT ME

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📍 Balubal Cagayan De Oro  
City

## EDUCATION

### Grade School

Xavier University Grade School  
Graduated 2018

### Junior High School

Lumbia National High School  
Graduated 2022

### Senior High School

Liceo de Cagayan University  
Senior High School  
Graduated 2023

### College

University of Science and Technology of  
Southern Philippines – Balubal Campus  
Bachelor of Science in Information  
Technology, 1st Year (Present)

## SKILLS

- Time Management
- Graphic Design and Data Collection
- Coding and Programming Basics
- Communication Skills
- Adaptability and Multitasking

## CAREER OBJECTIVE

To part of the team where I can utilize my skills in technology, organization, and communication to deliver excellent virtual assistance and contribute to company success.

## ABOUT ME

I am a motivated and tech-savvy individual currently pursuing a Bachelor of Science in Information Technology at USTP Balubal Campus. I have strong skills in graphic design, research, and coding, supported by an NC II in Computer Systems Servicing. I am eager to learn, adaptable to challenges, and passionate about providing efficient and high-quality virtual assistance.

## WORK EXPERIENCE

No formal work experience yet.

(Willing to undergo training and adapt to various virtual tasks.)

## CERTIFICATIONS

National Certificate II in Computer Systems Servicing (CSS NC II)