



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)