

RONIE JAN V. BABANTO

San Pedro, Pagadian City

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#### OBJECTIVES:

I am seeking an opportunity to develop my skills and grow both personally and professionally while working with supportive individuals.

#### PERSONAL DATA:

Age	: 22 years old
Birth Date	: January 11, 2003
Birth Place	: San Pedro, Pagadian City, Philippines
Civil Status	: Single
Nationality	: Filipino
Religion	: Catholic
Sex	: Male

#### EDUCATIONAL BACKGROUND:

➤ Primary	: Pagadian City Pilot Elementary School 2010-2015 San Francisco, Pagadian City Zamboanga Del Sur
➤ Secondary	: Zamboanga Del Sur National High School 2016-2019 Santa Maria, Pagadian City Zamboanga Del Sur
➤ Tertiary	: Southern Mindanao Colleges 2021-2025 Santa Lucia, Pagadian City Zamboanga Del Sur

## WORK EXPERIENCE:

- Emcor Tiguma Service Hub (2025)  
Admin Assistant Intern

## SKILLS:

- Calendar Management
- Email Management
- Data Entry Management
- Task Tracking & Follow-Ups
- Time Management
- Microsoft 365
- Programming

## SOFTWARES USED:

- Google Calendar
- Gmail
- Microsoft 365
- Calendly
- Notion
- Click Up