



## CONTACT ME

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📍 Kawit, Cavite, Philippines

🌐 [Mark Christian Patigayon](#)

## EDUCATION

### Primary

Gahak - Marulas Elementary School  
2012 - 2013

### Secondary

Emiliano Tria Tirona Memorial Integrated  
National High School  
2019 - 2020

### Tertiary

Cavite State University - Bacoor Campus  
2020 - 2024

## SKILLS

- Management Skills
- Customer Service
- Django
- Python
- HTML & CSS
- Communication Skills

# MARK CHRISTIAN PATIGAYON

## Virtual Assistant

## ABOUT ME

I am a hardworking person who does well in quiet settings, which helps me focus on my tasks. I have experience balancing work and school, which has improved my time management skills and strength. I am eager to use my skills to help a team and take on new challenges.

## WORK EXPERIENCE

### Freelancing - UpWork

October 2024 - Present

#### Sourcer

- Actively search for potential candidates through various channels, including job boards, and social media.
- Create and maintain a pipeline of qualified candidates for current and future job openings.
- Work closely with recruiters and hiring managers to understand job requirements and align sourcing strategies.
- Develop and post engaging job descriptions to attract candidates.

### 5280 Auto Hail Repair

January 2024 - November 2024

#### Insurance Virtual Assistant

- Calling various insurance providers to ask about the status of the customer's claim.
- Providing accurate information about various insurance policies, coverage options, and premiums.
- Excellent communication skills, both verbal and written.
- Ability to explain complex information clearly and concisely.
- Proficiency in using CRM software and other relevant tools.

### peopleCloud

November 2022 - December 2023

#### Sourcer

- Collaborate with hiring managers to craft clear and engaging job descriptions that accurately reflect the role and attract suitable candidates.
- Utilize sourcing tools and technologies (such as AI and automated sourcing platforms) to enhance efficiency and effectiveness in identifying candidates.

## CERTIFICATIONS

- [Computer Literacy Training Program](#)
- [Introduction to Cybersecurity](#)
- [Networking Basics](#)
- [Endpoint Security](#)