



# JHON FRANCIS JINAYON

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Digos City, Davao del Sur

## EDUCATION

BSIT-INFORMATION TECHNOLOGY  
UNIVERSITY OF MINDANAO DIGOS COLLEGE  
2022-2025

Senior High School  
UNIVERSITY OF MINDANAO DIGOS COLLEGE  
2018-2019

## SKILLS

- Effective Communication
- Time Management and Organization
- Adaptability and Resilience
- Experience in sales

## LANGUAGE

English

Filipino

Bisaya

## About Me

I am ambitious and proactive student currently enrolled in the Bachelor of Science in Information Technology (BSIT) program. I am passionate about turning complex technical challenges into efficient, user-friendly solutions.

## WORK EXPERIENCE

Packer

Charizk Motor Parts | Digos, Davao Region, Philippines (January 2023 - Present)

- **Inventory Handling:** Efficiently managed the receiving, sorting, and storage of a wide variety of motor parts inventory, maintaining organized warehouse space to maximize retrieval speed.

Retail Associate / Sales Support

Shopee Store (Local Branch) | Digos, Davao Region, Philippines (January 2023 – December 2023 (1 Year))

- **Transaction Management:** Handled cash and digital payments accurately, managed daily sales reports, and reconciled till balances at the end of shifts.

## REFERENCES

**Carryl Villegas**

Owner/Charizk

**Phone:** +123-456-7890

**Email:** carryl@gmail.com

**Harper Russo**

Owner/Shopee Store

**Phone:** +123-456-7890

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