

# PAUL JOSHUA D. BRILLO



## CONTACT

- 0999-829-8529
- pauljoshuabrillo18@gmail.com
- Brgy. San Antonio, Basco Batanes

## SKILLS

- Programming
- Photo Editing
- Video Editing
- Leadership
- Effective Communication
- Critical Thinking
- Digital Marketing

## LANGUAGES

- English
- Filipino

## REFERENCE

**Jeffrey Priel Horcajo**  
Peso Manager

Email : hello@reallygreatsite.com



## PROFILE

Motivated and detail-oriented aspiring freelancer with a strong willingness to learn and grow. Known for being hardworking, reliable, and quick to adapt to new tools and challenges. Seeking opportunities to provide high-quality work while building skills and delivering value to clients.



## WORK EXPERIENCE

**Provincial Government of Batanes** 2024 - 2025  
Part-time Office Helper

- Provided general office support such as filing, photocopying, and organizing documents
- Assisted in day-to-day administrative tasks and errands
- Helped maintain a clean and orderly workspace
- Supported staff during community events and office activities

**EZ QUE** 2025 - To present  
Kitchen Helper

- Assisted in food preparation, cooking, and plating under the supervision of chefs
- Maintained cleanliness and hygiene in the kitchen according to health and safety standards
- Handled basic inventory tasks and restocked supplies
- Supported the kitchen team to ensure smooth operations during peak hours



## EDUCATION

**Batanes National Science High School** 2017-2023  
With Honors

**Bachelor of Science in Information Technology** 2023- to Present  
Batanes State College



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## ABOUT ME

I'm a highly driven virtual assistant who thrives on structure, clarity, and results. I bring an unwavering commitment to delivering work that is organized, detailed, and tailored to meet high standards. My work philosophy centers around efficiency, ensuring that every task is completed not just quickly, but with purpose and excellence.



Clients often describe me as someone who brings calm to chaos. I believe that productivity isn't about doing more—it's about doing what matters, precisely and intentionally. From calendar management and inbox triage to content editing and project coordination, I approach every task with a methodical mindset and a sharp eye for detail.

What sets me apart is my ability to anticipate needs before they arise. I don't just react—I proactively seek solutions, optimize systems, and spot inefficiencies others might miss. This stems from my naturally precise nature and love for fine-tuning processes that others overlook.



If you're looking for someone who can seamlessly blend into your workflow while raising your productivity and peace of mind, you've found the right match. With me, you're not hiring a helper—you're gaining a trusted partner who values accuracy, consistency, and progress just as much as you do.