

Ivannuell Jon G. Herrera

Brgy Santo Nino, Tugbok District, Davao City, Davao del Sur 8000
0952 590 5532 – ivannguminang0@gmail.com

Professional Summary

Enthusiastic and technically proficient individual with experience in IT-related tasks, including graphic design, document processing, and hardware/software maintenance. Demonstrated ability to manage projects and provide excellent service, seeking a role in a computer-literate company where I can grow my skills and contribute to a team.

Work Experience

Documents and Photo Printing Services

- Managed daily operations of a family-owned printing service, effectively handling a wide range of clerical duties including document processing, data management, and maintaining organized digital and physical filing systems.
- Served as the main point of contact for diverse clientele, providing excellent customer service, managing inquiries, and coordinating service timelines to ensure timely and accurate order fulfillment.
- Utilized Microsoft Office Suite (Word, Excel, PowerPoint, Visio) and creative applications (Adobe Photoshop, Illustrator, Canva) for document preparation, enhancement, and information management, demonstrating strong attention to detail and problem-solving in producing high-quality outputs.
- Responsible for scheduling customer orders, managing service workflows, and performing routine maintenance on hardware and software to ensure consistent operational efficiency. Successfully created over 10 custom logos for clients, showcasing an ability to understand client needs and deliver tailored solutions

Education

University of Mindanao, Matina, Davao City

Bachelor of Science in Computer Engineering – Attended 2021 to 2023

Holy Child College of Davao Senior High School,

ABM – (Year of Graduation – 2021)

Tugbok National High School High School –

(Year of Graduation – 2019)

Skills

- **Administrative & Organizational:** Document Management, Data Entry, Filing, Scheduling, Calendar Management (basic), Time-Management, Excellent Organizational Skills, Attention to Detail.
- **Communication:** Strong Verbal and Written Communication Abilities, Customer Service, Interpersonal Skills.
- **Technical Proficiencies:**
 - Microsoft Office Suite: Word, Excel, PowerPoint, Visio
 - Creative Software: Adobe Photoshop, Adobe Illustrator, Canva
 - Operating Systems: Windows, macOS, Linux o Hardware and Software Maintenance & Troubleshooting
- **Typing Speed:** 70+ WPM
- **Work Ethic:** Problem-Solving Mindset, Ability to Work Independently and as Part of a Team, Adaptability, Initiative