



GUIRIBA, JOHN LEANARD B.

BS-Information Technology

>About Me

I am John Leanard Guiriba, a 23-year-old BSIT student from Pamantasan ng Lungsod ng San Pablo. I am applying for a part-time position as a Virtual Assistant, with a strong interest in E-commerce roles focused on Shopify and Amazon.

I am motivated to use my technical knowledge, organizational skills, and strong work ethic to support and help grow your business. I am detail-oriented, reliable, and committed to delivering accurate and high-quality work. I am highly adaptable, eager to learn new tools and processes, and capable of handling tasks efficiently in a fast-paced online environment.

Work Experience

April

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August

Puregold Calauan - Bagger

- Provided good customer service and maintained a clean and organized work area

Education

Elementary

Santo Tomas, Elementary, School Annex
Barangay Santo Tomas Calauan, Laguna
SY. 2014-2015

High School

Dayap National High School Annex
Barangay Dayap Ilaya Calauan, Laguna
SY. 2018-2019

Senior High School

Luzonian Center of Excellence for Science and Technology (LCEST) TVL- INDUSTRIAL ARTS
Barangay Kanluran, Calauan, Laguna
SY. 2019-2020

College

Pamantasan ng Lungsod ng San Pablo (PLSP)
Bachelor of Science in Information Technology
Major- Web and Game Development
3rd year college – Present

Skills

- Adaptable and Quick Learner
- Customer Service and Communication
- Hard working
- Teamwork & Cooperation
- Time Management

Language

English

Tagalog

References

Jenelyn Guiriba

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