



JOHN WAYNE BALLEs

VIRTUAL ASSISTANT

CONTACT

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📍 San Antonio, Basco, Batanes

TOOLS

- JAVA
- HTML/CSS
- Photoshop
- SQL

SOFT SKILLS

- Organized
- Detailed
- Efficient
- Precise
- Methodical

HARD SKILLS

- SQL Database Management
- Programming languages

LANGUAGES

- English (Fluent)
- Filipino (Fluent)
- Ivatanen (Fluent)

REFERENCE

Galarosa Leah

DICT Batanes PO

Phone: 123-456-7890

Email: leah.galolo@dict.gov.ph



PROFILE

Enthusiastic and hardworking ICT student currently in the third year of a four-year degree program. Equipped with a strong foundation in software development, networking, and technical support. Passionate about applying classroom knowledge to real-world situations. Eager to contribute to technology teams through internships, part-time roles, or project-based work.



WORK EXPERIENCE

GIP Intern

MAY 2025 - PRESENT

DICT Batanes Provincial Office

- Provided support in the installation, configuration, and routine maintenance of multiple Wi-Fi networks across various locations in the island of Batan, contributing to the DICT's Free Wi-Fi for All Program.
- Contributed to the monitoring and reporting of Wi-Fi network status and utilization under the Free Wi-Fi for All Program.

SPARK Training Program

JUNE 2025 - JULY 2025

DICT Batanes Provincial Office

- Completed a government-led training on foundational ICT skills, digital productivity tools, internet safety, and basic programming.
- Focused on enhancing employability and digital readiness among students.



PROJECTS

Developed an online gallery which can do the following

- Showcases high-quality images and details of artworks.
- Features artist profiles and their portfolios.
- Helps users find artworks by category.



EDUCATION

Bachelor of Science in Information Technology

2023 - PRESENT

Batanes State College

Secondary Education

2017 - 2023

Batanes National Science High School

Primary Education

2010 - 2017

Diptan Elementary School