

# JOHN PAUL DEL MUNDO

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## OBJECTIVE

To help with office management work. Skilled in organizing task, managing schedule, and handling correspondence, while maintaining a high level of client satisfaction.

## EDUCATION

### **St. Michael The Archangel**

#### **School of Rizal**

Elementary

### **San Jose National High School**

High School 2017-2019

### **ACLC Antipolo Branch**

Senior High School 2019-2021

### **ACLC College of Taytay**

1<sup>st</sup>/3<sup>rd</sup> College BSIS 2022-2023

## CONTACT

Purok 16, Melendres Creekside  
BRGY. Dolores Taytay, Rizal  
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## SKILLS

- **Computer Skills**
- **Adaptability**
- **Attention to details**
- **Communication Skills**
- **Effective written and Verbal**
- **Fast typing**
- **Knowledgeable in Microsoft Office**

## Experience

- Discord Moderator and Managing Events in Server (2019-2021)