

JASMIN M. DAMASING

Block 11, Lot 23, Phase 1, Ecoverde Sierra Subdivision
Cagayan de Oro City

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OBJECTIVE:

To help my clients optimize their time and priorities to help them reach their goals.

PERSONAL PARTICULARS:

Age:	20 years old	Date of Birth:	December 17, 2001
Nationality:	Filipino	Gender:	Female
Marital Status:	Single	Religion:	Catholic
Mother:	Erlyn M. Jumawan	Father:	Glenn D. Damasing
Occupation:	Canteen Vendor	Occupation:	Little Mayor

EDUCATIONAL BACKGROUND:

HIGHEST EDUCATION:	Bachelor of Science in Medical Technology
Institute:	PHINMA- Cagayan de Oro College
Year Graduated:	2020-Present

SENIOR HIGH SCHOOL:	General Academic Strand
Institute:	PHINMA-Cagayan de Oro College
Year Graduated:	2018-2022

JUNIOR HIGH SCHOOL:	
Institute:	Regional Science High School- X
Year Graduated:	2014-2018

ELEMENTARY EDUCATION	
Institute:	City Central School
Year Graduated:	2008-2014

ADDITIONAL INFORMATION:

SKILLS:

- Computer Software Application: MS Word (Word, Excel, and Powerpoint)
- Technology Savvy
- Leadership Experience
- Good in Communication
- Oral and Written Communication Skills

LANGUAGE/DIALECTS SPOKEN:

English, Tagalog, and Cebuano

PERSONAL CHARACTERISTIC:

- Excellent communication and inter-personal skills
- Passion for continuous learning and personal growth
- Highly motivated and driven
- Goal-oriented individual
- Flexible
- Willing to work with or without supervision
- Willing to work overtime
- Always up to date with social media trends
- Social media savvy

VIRTUAL ASSISTANT SKILLS

- Canva
- Taking minutes of the meeting
- Email management
- Travel management
- G-suite, Drive, Docs, Sheets, and Forms
- Calendar management

Experiences:

- Secretary of a manager (1 year)
January 2020-February 2021
- Virtual Assistant (6 months)
December 2021-June 2022