



JOHN ORLY CAPELLAN

Virtual Assistant

About Me

Proficient Administrative Assistant with 10+ years of office experience, specializing in programming, graphic design, video editing, administrative work, problem solving and planning. Known for increasing productivity and relieving the workload of managerial staff. Proven efficiency with an ability to quickly learn and navigate any computer software program, or office filing system.



+63915-1908-395



john.capellan@gmail.com



Balocawe, Dimasalang,
Masbate

Language

- Filipino
- English

Education

**Cebu Technological
University**

Bachelor of Secondary
Education major in
Technology and Livelihood
Education
2009 - 2013

Experience

**Senior Administrative Assistant at
LGU-Dimasalang, Masbate
July 2013 - present**

- Maintaining my company's website and submitting reports online.
- Created a custom software program in our office to optimize operations.
- Managed office machine maintenance, repairs and servicing, including computers and printers.
- Performed a variety of research projects when requested to gather data and evidence to support projects.

Trainings

- Visioning, Strategic Planning, Investment Programming & Monitoring and Evaluation Writeshop
- Web Development and Administration using the Government Web Hosting Service (GWHS) Template Training
- Food Product Label Designing Using Canva
- Local Road Mapping and Completion of Local Road Network Development Plan (LRNDP)

Skills

Graphics Design	<div><div></div></div> 83%
Video Editing	<div><div></div></div> 80%
Web Page Design	<div><div></div></div> 78%
Database (MySQL/MariaDB)	<div><div></div></div> 88%
VB .Net	<div><div></div></div> 90%
Python	<div><div></div></div> 65%
AutoCAD	<div><div></div></div> 75%
Microsoft Office Suite	<div><div></div></div> 92%