JAY OLIVER GRANADA

First Year BSIT Student

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📍 Purok 5B Taligaman, Butuan City

WORK EXPERIENCE

Private Client | September 2022 – November 2022 (3 months)

Virtual Assistant

- Provided comprehensive administrative support including email management, scheduling, and data organization
- Managed daily correspondence and responded to client inquiries in a timely and professional manner
- Conducted online research and compiled relevant information for various projects
- Organized and maintained digital files and documents to ensure easy accessibility
- Assisted with social media management and content scheduling
- Demonstrated strong time management skills while handling multiple tasks simultaneously
- Maintained confidentiality and professionalism in all client interactions

Private Client | February 2024 – June 2024 (5 months)

Virtual Assistant - Content Creation & Administration

- Created engaging visual content and menu graphics for PopMenu using Canva
- Managed and organized data using Google Docs and Google Sheets
- Handled email correspondence and client communications professionally
- Provided general administrative support including scheduling and document management
- Collaborated with client to ensure timely delivery of content and tasks

EDUCATION

Taligaman National High School (TNHS) 2015 – 2021

Graduated with STEM strand, building foundation in science, technology, engineering, and mathematics principles.

Caraga State University Cabadbaran Campus (CSUCC) 2025 – Present

Bachelor of Science in Information Technology

Currently pursuing a degree in Information Technology with coursework in web development, basic programming, database management, and IT fundamentals. Actively developing technical skills through hands-on projects and practical applications. Building a strong foundation in software development, system design, and modern web technologies while maintaining academic excellence.

SKILL

Personal

Time Management
Communication
Adaptability
Problem-Solving
Self-Motivated

Professional

Web Development (HTML, CSS, JavaScript)
Programming (Python, Java, Node.js)
Database Management (MySQL)
UI/UX Design (Canva)
Google Workspace & Microsoft Office