



Michael Cruz

SUMMARY

Motivated and hardworking individual with skills in Web Development, Layout and UI Design, Video Editing, and Office Productivity. Dedicated to producing high-quality work through teamwork, effective problem solving, and continuous learning. Committed to improving skills and contributing to the success of every project.

CONTACT



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Arayat, Pampanga

EDUCATION

Exact Colleges of Asia

Bachelor of Science in Information System
2022-Present

Camba National High School

Senior High School
2020-2021

Camba National High School

Junior High School
2015-2019

Arayat Holy Child Educational Foundation Inc.

Elementary
2008-2015

SKILLS

Web Development

Layout & UI Design

Video Editing

Office Productivity

EXPERIENCES

Layout Editor & Office Assistant

Creative Aesthetic Academy & Technical Education Inc.

2025 - Present

- Designed and structured layouts for digital and print materials while ensuring brand consistency and quality.
- Prepared and organized office documents, reports, and presentations using Microsoft Office tools.
- Assisted in administrative tasks and documentation to support daily operations and project coordination.

Layout Editor & Office Assistant

Labellash & Brows

2023 - 2024

- Created and edited marketing layouts and printed materials for brand promotions.
- Managed paperwork and office documentation with accuracy and attention to detail.
- Supported administrative duties and contributed to the smooth execution of daily office functions.

BADGE

Introduction to Cybersecurity

