



# JOHN MARK CAYA

## ABOUT ME

I am an Information Technology student at Cordova Public College, currently pursuing my studies and continuously developing my skills in programming, web development, and problem-solving. I am passionate about technology and committed to learning new tools, languages, and techniques that help me grow both academically and professionally. I am eager to gain real-world experience and contribute to meaningful projects where I can apply my knowledge and improve my abilities.

## CONTACT



0961 525 1080



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Ibabao, Cordova, Cebu

## WORK EXPERIENCE

### Assistant Manager

Fauget Company, 2019 - Now

Comprehensive administrative assistance to Management. Agenda follow-up. Review of documents suitability and file control. File maintenance.

### Assistant Manager

Fauget Company, 2017 - 2018

Comprehensive administrative assistance to Management. Agenda follow-up. Review of documents suitability and file control. File maintenance.

### Administrative Assistant

Fauget Company, 2016 - 2017

Customer Reception. Switchboard management. Attendance at the front desk. Check-in and check-out book organization. File maintenance.

## EDUCATION

2011 - 2016

**Babag Elementary School**

2017 - 2022

**Babag National Highschool**

Graduated with honors