

Jon Carlo Miguel Rivera

Christine Village, District 1, Cauayan City, Isabela • +639352710846 •
migguirivera1@gmail.com • linkedin.com/in/jon-carlo-miguel-rivera-5837a2326

Admin Assistant

Motivated and detail-oriented Computer Science graduate with experience in front-end development and legal administration through internship roles. Additionally, served as a Legal Admin Aide Intern, where organizational and analytical skills were honed through document management, research, and administrative support. A fast learner with a strong foundation in technology, critical thinking, and adaptability.

WORK EXPERIENCE

**City Hall Of Cauayan City – Legal Department • District 3, Cauayan City, Isabela •
09/2024 – 12/2024**

Legal Administrative Aide • Part-time

- Streamlined document management processes, reducing retrieval time by 10% within 3 months through the implementation of a new filing system.
- Enhanced administrative support efficiency, achieving a 20% increase in task completion rates through improved organizational strategies within 3 months.
- Resolved technical issues for the legal office, enhancing the system within 3 months through effective troubleshooting and support.

Radztech Business Solutions • 03/2024 – 06/2024

Front-End Software Developer

- Worked on developing functions for the company website.
- Worked as a junior software developer for the company's system.

**City Hall Of Cauayan City Engineering department • Cauayan City, Isabela •
01/2019 – 12/2019**

Technology Support Assistant

- Organized files and databases of the engineering department.

EDUCATION

Bachelor's in Computer Science

Isabela State University – Cauayan Campus • Cauayan City, Isabela • 08/2020 – 08/2024

CERTIFICATIONS

Career Service Professional Eligibility • 11/2024 – Present

Civil Service Commission

Government Internship Program Completer • 09/2025 - 12/2025

Department Of Labor and Employment

VOLUNTEERING & LEADERSHIP

Lingap center • 01/2015 - 12/2016

Donation of clothes, foods, toys and financial assistance

SKILLS

Auditing, Calendar management, Computer Literacy, Confidentiality, Data Entry, Digital Media Literacy, Email, Fast Learner, Filipino, Image Editing, Monitoring, Multitasking