



# PAULINE CAPULONG



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San Pablo, Laguna, Philippines

## EDUCATION

**Bachelor of Information Technology**  
Pamantasan ng Lungsod ng San Pablo  
2025 - 2026

**SENIOR HIGH SCHOOL**  
Canossa College  
2020 - 2021

## SKILLS

- Outreach
- Customer Service
- HARDWORKING
- Detailed- Oriented
- Basic Graphic Design
- VERSATILE
- FIGMA
- CSS3
- JAVASCRIPT
- MS OFFICE
- PHP
- BOOTSTRAP
- MYSQL
- HTML 5

## PROFILE

A resourceful and efficient worker with a background in assisting clients, managing online tasks, and handling daily operations with care. Skilled in communication, basic tech tools, and providing dependable support. Always focused on producing clean, accurate work while maintaining a steady and professional approach.

## WORK EXPERIENCE

### Virtual Assistant

2025 - PRESENT

#### OUTREACH VIRTUAL ASSISTANT

- Managed job applications across LinkedIn, Facebook, and online job sites
- Organized and listed weekly interview schedules
- Supported digital marketing tasks when needed
- Ensured smooth and timely communication for client outreach

### SM MCDONALDS'

2022 - PRESENT

#### SERVICE CREW

- Been working at SM McDonalds' as a service crew
- Knowledge at Restaurant Basics Services
- Knowledge at Front Counter and Kitchen staff
- Knowledge at Customer Service

### HRC ASSISTANT

2019-2021

#### Canossa College

- Have been duty in school for 16 hours per semester
- Assisting Human Resource Center staff in encoding the documents
- Organizing the documents of students per grade level
- Assisting the HRC staff in entrance examination of the students
- Assisting the parents during the school program

## REFERENCES

### Rodolfo Santos

Family Friend

Phone: 09472687655

### Floredeliza Angsana

Family Friend

Phone: 09663303941