



PAULINE CAPULONG



+63 9668747489



cpaulinecapulong912@gmail.com



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