

Jann Rheimond Orajay

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SUMMARY

I combine technical expertise with creativity and dedication to deliver excellent customer service and professional results. I have experience in system development, troubleshooting, and user support, with strong skills in project collaboration and problem-solving. Adaptable and eager to learn, I aim to contribute innovative solutions that improve efficiency and enhance user experience.

CORE SKILLS & EXPERTISE

- Customer Service Management
- Professional Communication
- Work Ethics
- UI/UX Design (Photoshop, Canva)
- Video Editing (Adobe Premiere, CapCut)
- Basic Computer Troubleshooting
- Basic Web Development

EDUCATION

Bachelor of Science: Information Technology 2022 – 2026
Major in **Service Management Program (SMP)**

Laguna State Polytechnic University – Siniloan, Province of Laguna, Philippines

WORK EXPERIENCE

Student Assistant 2022 – 2024

Provincial Public Employment Service Office

- Provided clerical support in a local government office during summer breaks.
- Gained experience in time management, communication, and professional workplace conduct.

ADDITIONAL INFORMATION

Languages:

- English – Intermediate
- Tagalog – Native

Conferences:

- Networking Webinar (May 2024)
- Lean Six Sigma White Belt Certification (Apr 2025)
- Data Privacy Awareness – Information Session, DICT (May 2025)
- Basic Web Development Workshop, Zuit (Aug 2025)
- Certiport – Professional Communication Certification (Dec 2025)