

# APPLE JANE DE GUZMAN

## CONTACT

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📍 Arellano, Quezon, Isabela  
Philippines 3324

## SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Proficient in programming and adept with preparing report.

## EDUCATION

### DEGREE/BACHELOR

Isabela State Univesity  
2019-2023  
Magna Cumlaude

## CERTIFICATIONS

- NCII- Computer Servicing
- Optimizing IOT data collection with big data analytics dashboard Seminar
- Information systems on data science
- Business continuity planning and disaster recovery.

## LANGUAGE

English

Filipino

## OBJECTIVE

Together with assets for instance sincerity, truthfulness and struggle for excellence, I will add value and strength to any company empowering me or a team which I am fraction of.

## PROFESSIONAL EXPERIENCE

### OFFICE STAFF

ROXAS CHURCH OF CHRIST LEARNING ACADEMY  
2015-2022

- Managed Social Media accounts.
- Created social media graphics for daily posting.
- Edited video segments for the Online Ministry of the Organization.
- Coordinates document management and meets deadlines by circulating forms throughout the office, using time management and recordkeeping skills to process edits, sort files and track archives of each version of a document.
- Experience in managing budgets and handling financial documents

### EXECUTIVE SECRETARY INTERN

MUNICIPAL AND ENVIRONMENTAL NATURAL RESOURCES OFFICE  
March - June 2023

- Assisted executive secretary in managing and coordinating schedules, meetings, and travel arrangements for senior executives
- Conducted research and prepared reports on various topics related to the company's operations and industry trends
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence