CRIS ANGELO M. LABICANE

Real Estate VA

PROFILE

As an enthusiastic and detail-oriented individual, I am eager to start my career as a Real Estate Virtual Assistant. While I am new to the field, I possess strong organizational skills, a proactive attitude, and a willingness to learn.

I am proficient in basic office tools, have excellent typing skills, and am committed to supporting tasks like email management, scheduling, and data entry. I am excited to contribute and grow in a dynamic, remote work environment.

CONTACT

Phone:
+639267076750

Portfolio:
https://wize12.github.io/portfolio/

Email:
labicanecris29@gmail.com

HOBBIES

Time management
Programming/Coding
Enhancing Productivity Tools.

EDUCATION

Eastern Samar State University of Guiuan
Bachelor's Degree in Information Technology
August 2022 – Present (Expected Graduation: June 2026)
- **Relevant Coursework:** Web Development, Data Management, Programming Fundamentals, Organizational Communication
- **Projects:**
  - **Website Development:** Built a property listing website using HTML, CSS, and JavaScript.
  - **Trading Journal System**: Designed a system to track market movements, log trading activities, and analyze models.
  - **Arduino Trash Can:** Created an automated trash can integrating Arduino hardware and software.
  - **IT Inventory Management**: Manage IT facility data with organized spreadsheets for usage and maintenance tracking.

ST. Mary's Academy of Guiuan
High School Diploma, Science, Technology, Engineering, and Mathematics (STEM)
June 2016 – May 2022
- **Leadership Roles:**
  - Math Club Officer (2016–2017)
  - Classroom Officer (2017–2019)
- **Volunteer Work:**
  - Assisted in organizing a community clean-up event, contributing to better waste management in the community (September 10, 2018).

SKILLS

- Organizational and time management skills
- Data entry and spreadsheet management
- Basic website management
- Problem-solving and troubleshooting
- Familiarity with CRM concepts and tools

Skill	Percentage
Skill #1	85%
Skill #2	45%
Skill #3	75%
Skill #4	50%
Skill #5	35%