

Ian Gabriel G. Calica

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Central Bicutan, Taguig City, Metro Manila, NCR, Philippines

VIRTUAL ASSISTANT

Highly organized and detail-oriented Virtual Assistant with a strong background in administrative support, communication, and project management. Adept at managing multiple tasks efficiently while delivering high-quality results. Proficient in various software tools and committed to providing exceptional service to clients. Eager to leverage my skills to contribute to a dynamic team and support business objectives.

KEY COMPETENCIES

Effective Time Management
Meticulous Attention to Detail
Strong Problem-Solving Skills
Google Workspace Expertise

Report writing and presenting
Critical thinking abilities
Advance Computer Proficiency
Advanced MS Office Suite Skills

Strong interpersonal skills
Proactive and self-motivated
Exceptional organisational skills
Graphic Design Proficiency

PROFESSIONAL EXPERIENCE

Student Assistant

January 2024 - March 2024

Technological University of the Philippines

As a Student Assistant, I organized office files, created PowerPoint presentations for lectures, and managed Excel sheets for student grades. I handled email communications and reviewed paperwork, ensuring efficient office operations. I also collaborated closely with the professor to support daily academic tasks and ensure smooth workflow. This role strengthened my organizational, communication, and data management skills.

CERTIFICATES

Business-Proficient English as a second language
Saylor.org

DICT-GD001 Principles of Design
Department of Information and Communications
Technology

DICT-DLS002 Navigating Google Workspace
Department of Information and Communications
Technology

DICT-GD002 Canva for Graphic Design
Department of Information and Communications
Technology

DICT-DLS003 Microsoft Productivity Tools
Department of Information and Communications
Technology

DICT-DLS004 Workplace E-mails Made Easy
Department of Information and Communications
Technology

EDUCATION

Bachelor of Science in Information Technology
Technological Universities of the Philippines

EXTRACURRICULAR ACTIVITIES

Secretary Officer
Knights of the Altar - Our Lady of the Holy Rosary
Parish, Taguig City

Classroom Secretary
Upper Bicutan National High School, Taguig City

Scholarship Manager
Ulap.org