

Contact

- +63 995-072-0087
- mjquizona@gmail.com
- Pasmarinas, Cavite, Philippines

Education

2010 - 2014
 DASMARINAS NATIONAL HS
 Secondary Education

2014 - 2016
 STI COLLEGE DASMARINAS
 Associate of Computer Technology

Expertise

Web Developing

- HTML
- CSS
- Javascript
- Figma

Graphic Skills

- Canva
- Adobe Creative Tools
 - Photoshop
 - Illustrator
 - Premiere Pro

Office Tools

- Adobe Acrobat Reader
- Microsoft Office
 - WordPowerPoint
 - Excel
- Google Suites
 - DocsSheets
 - SlidesForms

Michael Jordan Quizona

ASPIRING VIRTUAL ASSISTANT

My goal is to obtain a position that will enable me to utilize my skills while improving them simultaneously. Despite my many capabilities, I am unfamiliar with the professional project, which I believe will provide the stepping stone for me to break beyond my limitations. If given the chance to achieve my goal, I will endeavor my most sincere efforts and offer my undivided attention for a worthwhile investment of time while I'm also learning.

Experience

June 2016 - December 2016 APC LENDING COMPANY

- Branch Assistant Oversees Information Desk, Loan calculations, and Customer Data Management
- Field Officer Use of various sales methods (door-to-door, cold calling, etc.)

February 2017 - August 2017 On Semiconductor Philippines, Inc.

- Material Controller Responsible for withdrawing, inspecting, and storing items.
- Machine Operator Responsible for monitoring, maintaining, and operating machinery. My duties include using precision tools, inspecting parts, attaining production goals, keeping the workplace clean and safe, and reducing errors.

October 2017 - July 2022 **ROHM Electronics Philippines, Inc.**

 Machine Operator - Responsible for monitoring, maintaining, and operating machinery. My duties include using precision tools, inspecting parts, attaining production goals, keeping the workplace clean and safe, and reducing errors.