



Michael Jordan Quizona

ASPIRING VIRTUAL ASSISTANT



Contact



+63 995-072-0087



mjquizona@gmail.com



Dasmariñas, Cavite, Philippines



Education

- 2010 - 2014
DASMARINAS NATIONAL HS
Secondary Education
- 2014 - 2016
STI COLLEGE DASMARINAS
Associate of Computer Technology



Expertise

Web Developing

- HTML
- Javascript
- CSS
- Figma

Graphic Skills

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

Office Tools

- Adobe Acrobat Reader
- Microsoft Office
 - Word
 - PowerPoint
 - Excel
- Google Suites
 - Docs
 - Sheets
 - Slides
 - Forms



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.