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**Contact** 

- mjquizona@gmail.com
- Dasmarinas, 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 professional projects, which I believe will provide the stepping stone to breaking beyond my limitations. If given a chance to achieve my goal, I will endeavor my most sincere efforts and offer my undivided attention for a worthwhile investment of time while 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.