



# Michael Jordan Quizona

## ASPIRING VIRTUAL ASSISTANT



### Contact



+63 995-072-0087



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
- 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.