



JAYMARK MARTICION

About me

A motivated Information Technology professional with freelancing training experience. Skilled in client communication, data management, Proficient in CRM, Excel/Word, and digital tools, with strong attention to detail and reliability as a Virtual Assistant.



Work Experience

2024

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2025

Provincial Government Center of Agusan Del Sur


Freelance Design and Documentation

Assistant

- Created basic 2D/3D designs in AutoCAD for school and personal projects.
- Basic edited videos in CapCut and designed graphics using Canva.
- Managed data and documents with Google Sheets and Google Docs.
- Currently learning web development basics to improve technical skills.

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Prosperidad, Agusan Del
Sur, Philippines, 8500

Education

Prosperidad National High School

Secondary level
2016-2022

**Caraga State University -
Cabadbaran Campus**
**Enrolled as an Information
Technology student**
2025-2026

Expertise

Multitasking
abilities

Word & Excel Knowledge

Client communication &
Follow-up

Language

English

Filipino

Skills

Strong Communication

Leadership

Computer Literacy

CRM and Database Handling

References

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Coconut VA Marketing Coordinator

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