



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 - 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.

Skills

Strong Communication

Leadership

Computer Literacy

CRM and Database Handling

References

Andrea Cruz

Coconut VA Marketing Coordinator

Phone: 09608695170

Email: andreacruz.creatives@gmail.com

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