



MARK VINCENT M. BIGYAN

Bachelor of Science in Information Technology 1st year

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📞 +63 909 262 5318

📍 Brgy. Talisay Tiaong, Quezon

CAREER OBJECTIVE

A motivated first-year Bachelor of Science in Information Technology student seeking a Virtual Assistant position to apply strong organizational, communication, and basic technical skills. Eager to learn, highly adaptable, and committed to providing efficient support while developing professional experience in a virtual work environment.

KEY COMPETENCIES

Computer Systems Servicing (NC II)	Basic IT support and troubleshooting
Python Programming (Cisco Certified)	Data entry and data organization
Microsoft Excel Associate 2019	Spreadsheet management and formulas

EXPERIENCE

Special Program for Employment of Students (SPES) Tiaong-PGSO

Office clerk

- Assisting applicants who were taking Medical Assistance
 - Conducted face-to-face interviews to gather required personal information
 - Distributed, collected, and checked physical forms for completeness
 - Organized and filed documents manually
 - Maintained order and assisted staff during daily office operations
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EDUCATION & CERTIFICATION

Bachelor of Science in Information Technology

- Laguna State Polytechnic University (2025-present)

Senior High School

- Recto Memorial National High school
2023-2025
- Best in Research
- Best in Work Immersion
- GWA: 95 With High Honor (2023-2025)

Junior High School

- Recto Memorial National High school
2019-2023

Primary Education

- Talisay Elementary School
(2012-2019)

This certificate is awarded to

Mark Vincent Bigyan

for successfully completing

Python Essentials 1

offered by Networking Academy
through the Cisco Networking Academy program.

Lynn Bloomer

Lynn Bloomer
Director
Cisco Networking Academy



Republic of the Philippines

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

NATIONAL CERTIFICATE II

in

COMPUTER SYSTEMS SERVICING

is hereby awarded to

MARK VINCENT M. BIGYAN

for having completed the competency requirements under the Philippine TVET Competency Assessment and Certification System in the following units of competency:

Unit Code Unit Title

BASIC COMPETENCIES

- | | |
|-----------|--|
| 500311105 | Participate in workplace communication |
| 500311106 | Work in a team environment |
| 500311107 | Practice career professionalism |
| 500311108 | Practice occupational health and safety procedures |

Unit Code Unit Title

CORE COMPETENCIES

- | | |
|-----------|---|
| ELC724331 | Install and configure computer systems |
| ELC724332 | Set-up Computer Networks |
| ELC724333 | Set-up Computer Servers |
| ELC724334 | Maintain and Repair Computer Systems and Networks |

Unit Code Unit Title

COMMON COMPETENCIES

- | | |
|-----------|---|
| ELC315202 | Apply quality standards |
| ELC311203 | Perform computer operations |
| ELC311201 | Perform mensuration and calculation |
| ELC311202 | Prepare and interpret technical drawing |
| ELC724201 | Use hand tools |
| ELC724202 | Terminate and connect electrical wiring and electronic circuits |
| ELC724205 | Test electronic components |



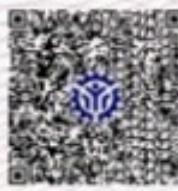
Issued on: January 08, 2025

Valid until: January 07, 2030

JOSE FRANCISCO "KIKO" B. BENITEZ

DIRECTOR GENERAL

Certificate No: 25045602002589
ULI-BMM-07-163-04056-001



This certificate is system generated through T2MIS



Microsoft Office Specialist

Bigyan Mark Vincent Marigondon

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel 2019 Associate

Excel 2019

Date of achievement:
December 19, 2025
wnKCH-48X9

verifycertiport.com
Certificate expires 5 years after date of issue

A handwritten signature in black ink, appearing to read "N. Nadella".



Satya Nadella
Chief Executive Officer