



# MARK VINCENT M. BIGYAN

Bachelor of Science in Information Technology 1<sup>st</sup> year

✉ markvincentbigyan@gmail.com

☎ +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
- 

## 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.



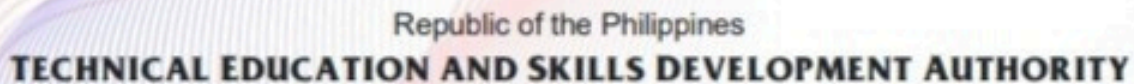
Lynn Bloomer

Director

Cisco Networking Academy

25 Nov 2025

Completion Date



## in

is hereby awarded to

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

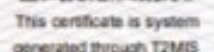
Unit Code	Unit Title
<b>CORE COMPETENCIES</b>	
ELC724331	Install and configure computer systems
ELC724332	Set-up Computer Networks
ELC724333	Set-up Computer Servers
ELC724334	Maintain and Repair Computer Systems and Networks



ULI-BMM-07-163-04056-001

Valid until: January 07, 2030

**JOSE FRANCISCO "KIKO" B. BENITEZ**  
DIRECTOR GENERAL







# 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  
verify:certiport.com wnKCH-48X9

Certificate expires 5 years after date of issue

  
Satya Nadella  
Chief Executive Officer

