

JOHN PATRICK E. AGRAVANTE

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EDUCATION

Bachelor of Science in Computer Science

University of St. Anthony, Iriga

In Progress

Junior and Senior High School (STEM Strand)

St. Bridget School, Buhi, Camarines Sur

Junior High (2016–2020) | Senior High (2020–2022)

Experience

Work Immersion Student

Municipal Environment and Natural Resources Office (MENRO) – Buhi, Camarines Sur

10-Day Deployment | March – May S.Y. 2023–2024

- Assisted in daily solid waste management operations, including the weighing and recording of household and community trash
- Maintained accurate logs and data sheets used for local environmental tracking and reporting
- Supported staff in organizing collected data for analysis and environmental monitoring
- Gained hands-on experience in local government processes related to environmental sustainability and waste management

Director of Layouts Officer

USANT Computer and Information Students Organization – Iriga City, Camarines Sur

S.Y. 2025–2026

- Led the design and layout direction for organization publications.
- Supervised the layout team to ensure consistency in branding and visual alignment with event themes
- Utilized design tools such as Canva and other layout software to produce high-quality visuals

Student Employment Program Trainee

Sangguniang Bayan Office – Municipality of Buhi

10-Day Deployment | June 2025

- Assisted in delivering and retrieving official documents across various municipal offices
- Provided clerical support through encoding and organizing office files
- Helped sort and review documents to ensure accuracy and completeness
- Supported office tasks such as photocopying, recycling materials, and maintaining records
- Contributed to improving the efficiency of daily administrative operations

Skills & Interests

- Proficient in using Microsoft Word, Google Docs, and other basic software for document creation and data entry tasks.
- Familiar with using AI tools to improve task efficiency and simplify work processes.
- Has good organizational skills and can manage files and tasks in an orderly manner.
- Able to manage time effectively and complete tasks within deadlines.
- Proficient in using design software such as Canva and other applications to create publication and promotional materials.