ALCOY, JOSEPH MARIE M.

👤 Personal Profile

Motivated 20-year-old IT student with a solid foundation in computer systems, programming, and digital tools. A quick learner and detail-oriented team player, eager to apply skills in software development, tech support, or data management. Committed to continuous learning and innovation in the tech field.

🪪 Contact

📞 09476503871

✉️ josephmariealcoy01@gmail.com

📍 Brgy Hanib, Mahatao, Batanes

⚙️ Skills

- Digital Creator
- Adobe Photoshop Editing
- Virtual Assistant
-

🅰 Language

- English
- Tagalog
- Ivatan

🎓 Education

(2023 –Present)
BATANES STATE COLLEGE
Bachelor of Information Technology

(2017 –2023)
MAHATAO NATIONAL HIGH SCHOOL

💼 Experience

(2023 –2024)
OFFICE HELPER
Provincial Government of Batanes

- Handled filing, photocopying, document sorting and data encode.
- Helped coordinate small meetings and office errands.

(2024– 2025)
DATA ENCODER
Municipal Office of Mahatao

- Encoded municipal records and updated digital files.
- Supported office staff with encoding and reports.