



IVAN PAOLO D. MANGAYAN

VIRTUAL ASSISTANT

PROFILE

A tech savvy individual still with a lot of room for improvement willing to give my assistance and looking for an opportunity to hone my skills and abilities.

CONTACT

PHONE:
+639351488431/+639474446331

Facebook:
<https://www.facebook.com/IvanPaolo.D.M>

EMAIL:
ivanmangayan@gmail.com

SKILLS

- Tech Savvy
- Video and Photo Editing
- Content Creation
- Microsoft Office Expert: (Word, Excel, PowerPoint)
- English Proficient (Verbal & Written)
- Analytical Skill
- Resilient
- Versatile

EDUCATION

TERTIARY

MINDANAO STATE UNIVERSITY at Naawan
2015 – 2021
Bachelor of Science in Agriculture, major in Animal Science
GWA 1.954

SECONDARY

2011 - 2015
ALUBIJID NATIONAL COMPREHENSIVE HIGH SCHOOL

ELEMENTARY

2006 – 2011
SINALOC ELEMENTARY SCHOOL
2nd Honorable Mention

WORK EXPERIENCE

GLOBAL LOVE AND TRUTH MINISTRIES INC. PHILIPPINES (TECHNICAL VOLUNTEER)

2020–PRESENT
Doing technical stuffs (Videography-video editing, Photography-photo editing, Graphic designing: Slogans, T-shirt designs, Video Previews, Certificates, Legal Forms, Invitation Letters, Programme's, Tarpaulins, etc., Spreadsheets and PowerPoint Presentations)

51TALK (ONLINE TEACHER)

2023–PRESENT
Teaching English language to foreign students.

STUDENT ASSISTANT

2020 – 2022
Done school works of my instructor. (Paperwork's, Presentations, Spreadsheets)

LICENSURE

Licensure Examination for Agriculturists (Passed) – November 9-11, 2021
79.84%
