



Jan Joshua P. Monsayac

About Me

Highly motivated and eager seeking an entry-level to gain more practical experience and contribute a dynamic team. I am eager to learn and grow within a supportive environment. Dedicated to continues learning and committed to becoming a valuable asset to any organization.

Education

Tertiary Level
Bachelor of science in Information Technology
ACLIC college of Baliwag
Baliwag, Bulacan
2020-2024

SHS
ACLIC College of Baliwag
Baliwag, Bulacan
2018-2020

Junior High School
Living Angels Christian Academy
Baliwag, Bulacan
2014-2018

Elementary
Saint Williams School
San Marcelino Zambales
2008-2014

Professional Skills

- Knowledgeable in MS Office
- Good Communication Skills
- Basic Adobe Photoshop

Language

- English
- Tagalog

Citizenship

- Filipino

Character Reference

- Elizabeth Delacruz
- 09257795488
- Colleague

WORK EXPERIENCE

Service Crew - 1year & 11months 2018 - 2020

Fast Food (Mang inasal) | City of Olongapo, Zambales

- Delivering exceptional customer service
- Ensuring a positive dining experience
- Maintaining a clean and organized workspace

Secretary - 3years & 4months 2020 - 2023

LTO Insurance (Milestone) | Sabang, San Rafael Bulacan

- Maintaining and update filing system, both paper and electronic
- Maintain and organize Office tasks

Administrative Assistant - 4 months 2025

SIS English Academy

- Provide administrative support for various tasks to ensure an efficient workflow.
- Keeping updated on schedule changes, upcoming events and cancellations.

TOOLS AND PROFICIENCY

- Microsoft Office
- Capcut
- Adobe Photoshop
- Adobo Premiere pro
- Google Suite



LINKS

- Portfolio link:
https://www.canva.com/design/DAGk43tXGbQ/ZjnVczyA9WucUrbkCuke1g/edit?utm_content=DAGk43tXGbQ&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton