



# MIG STEVENSON PATAM

## Virtual Assistant

### Profile

I'm a reliable and tech-savvy Virtual Assistant with a strong background in customer service and fast-paced work environments. My experience as a service crew member and food delivery rider has trained me to communicate effectively, manage time efficiently, and stay organized under pressure. Currently studying Information Technology, I bring both practical experience and growing technical skills to support tasks like email management, data entry, scheduling, and online research. I'm a quick learner who's committed to delivering accurate work and helping businesses run smoothly.

 09542305819

 M.patam.m@gmail.com

 Buenavista 3, General Trias, Cavite

### Education

**Bachelor of SCIENCE**  
**Information Technology**  
2020 - OnGoing

### Expertise

Branding

Copywriting

TYPING

### Language

English

Filipino



### Work Experience

2018

-

2019

#### McDonald's

Service Crew / Party Holder

- Hosting Parties and Events

2019

-

2021

#### Jollibee

Service Crew / Cashier

- Working with the wider development team.

2021

-

2026

#### Food Panda

Food Delivery Rider

- Delivering Foods for the customer