

RHIMAE JHOIE G. CALIMBO

Macanhan, Carmen, Cagayan de Oro City, Misamis Oriental

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Objective

Motivated and adaptable student currently pursuing a Business Administration course, seeking a Virtual Assistant position. Skilled in creative editing, problem-solving, finance, and flexible work strategies, eager to provide efficient online support and contribute to team success.

Education

- **Phinma Cagayan de Oro College – Senior High School** | 2025–2026
- **Carmen National High School** | 2023–2024
- **Macanhan Elementary School** | 2019–2020

Achievements: Consistently recognized for academic excellence and honors

Skills

- Editing & Creative Content
- Problem-Solving & Critical Thinking
- Basic Finance & Record Management
- Adaptability & Flexibility
- Effective Communication

Certifications & Trainings

- Currently pursuing a **Business Administration Course**

Additional Information

- Hardworking, responsible, and eager to learn
- Familiar with online tools and digital platforms