

# John Reggie Bungcayao

Teacher



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A versatile and detail-oriented worker with over five years of customer service and administrative experience, including roles in education, hospitality, and freelance services. Skilled in communication, organization, and technology, with proven adaptability and the ability to manage multiple responsibilities effectively. Seeking to leverage these skills as a Virtual Assistant.

## Skills

- Excellent communication and interpersonal skills
- Proficient in office tools (Microsoft Office, Google Workspace, etc.)
- Time management and multitasking
- Problem-solving and critical thinking
- Technology-literate and quick to adapt to new software
- Strong attention to detail and organizational abilities

## Work History

- 2017-12 - 2022-11

**Service Crew & Cashier**

*McDonald's NE Pacific, Cabanatuan City, Nueva Ecija*

  - Delivered excellent customer service and maintained high standards in food preparation and cleanliness
  - Developed teamwork and leadership abilities in a fast-paced environment
  - Developed strong multitasking abilities while managing multiple responsibilities simultaneously during high-pressure situations.
  - Enhanced customer satisfaction by providing efficient and friendly service.
- 2024-05 - 2024-11

**Cashier/Custodian**

*Bingo Plus, Talavera, Nueva Ecija*

- Handled cash, vaults, and paperwork with precision
- Maintained financial records and ensured transaction accuracy
- Counted money in cash drawers at beginning and end of shifts to maintain accuracy.
- Built relationships with customers to encourage repeat business.

**2024-11 - Current**

## **Online English Tutor**

*Happy Planet, Remote*

- Provided customized English lessons to non-native speakers
- Monitored student progress, recorded scores and provided learning support for students in English studies.

## **Education**

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**2019-04 - 2023-04**

### **Bachelor of Secondary Education: Major in English**

*Holy Cross College - Santa Rosa, Province Of Nueva Ecija, Philippines*

- LET Passer, September 2023
- Dean's List, (1st Semester, 2022-2023)
- GPA: GWA: 1.38

**2016-04 - 2018-04**

### **Support Level Course: Marine Engineering**

*Midway Maritime Foundation Inc.*

- ROTC Graduate (Batch 2018)
- 2 Consecutive Year Classroom Commander
- Top 7 Student in Thermodynamics

## **Certifications**

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TEFL Certificate (Teaching English as a Foreign Language)

Anti-Money Laundering/Counter-Terrorism Financing Fundamentals

Target Financial Sanctions Course

AMLC Registration and Reporting Guidelines