



JONNA JEAN B. VILLANUEVA

San Isidro, Sipocot, Camarines Sur
jonnabvillanueva@gmail.com
09639148861

TECHNICAL & PERSONAL SKILLS

- Intermediate Skills in Microsoft Word, Excel, Powerpoint, Internet and Email Scheduling.
- Data Entry
- Multi-Media Editing
- Graphics and Design
- Above average English written and oral communication skills.
- Knowledge in basic office procedures (answering calls, emails, filing, and etch.)

WORK EXPERIENCE

Logistic Operator

Sipocot South Centro
July- November 2024

1. spearheading and supervising the transportation and deliveries of items and goods
2. manage and supervise the transactions by the customer
3. Receive orders and pass thru the store
4. Supervise riders on deliveries

Barangay Secretary

San Isidro, Sipocot, Camarines Sur
September – November 2023

1. Do a lot of paperwork and reports
2. Attended bargain-related meetings

IT Assistant

Private / Self-Employed
Impig, Sipocot, Camarines Sur
July 2016 – July 2023

1. Monitors, operates, or coordinates and assists in the operation of computer hardware, software, and peripherals to achieve desired results.
2. Do a lot of paperwork (personal, business, and work papers)
3. Reminding of their schedules and meetings
4. Video Conference and Email Management

Saleslady

Sipocot Marketplace
July 2022 – October 2022

1. Promote / offer any product, assisting customers in their purchasing needs, and taking daily inventory of products and issuing reports on sales and inventory.

OBJECTIVE

To involve in a reputable establishment in which I could further enhance my knowledge and skills in my chosen field and as well as other field of interest

QUALIFICATIONS

- Work Well Under Pressure
- Attention to Detail
- Self-starter and action-oriented individual capable of independent decision making and sound judgement.
- Able to work equally with wide variety of personalities.
- Very eager to learn and tenacious in all endeavors.
- Can multitask and prioritize projects

CHARACTER REFERENCES

JANZ LLOYD GONZAGA

Sonic Delivery Owner
09105036285

LEAH S. RESUENA, MT-II

Sipocot National High School
Tara, Sipocot, Camarines Sur
09913331467

VICTORINO E. DELA CRUZ

Ex-Barangay Captain 2018-2023
San Isidro, Sipocot, Camarines Sur
09107087433

ACHIEVEMENT

- TESDA National Certificate Level II – Organic Agriculture
King Thomas Learning Academy, Inc.
Malubago, Sipocot, Camarines Sur
April 2022- June 2022
- Honor Roll inclusion for High Grades
- Perfect attendance awards
- Inclusion in student-related achievement publications (school publication)

EDUCATION

Tertiary

Bachelor of Science in Information Technology
Central Bicol State University of Agriculture
Coloy-coloy, Sipocot, Camarines Sur
June 2019 to February 2023

Secondary

Senior High School
General Academic Strand - GAS Strand
Sipocot National High School - Tara, Sipocot, Camarines Sur
June 2017 to May 2019

Junior High School
Sipocot National High School - Tara, Sipocot, Camarines Sur
June 2013 To April 2017

Date of Birth: October 26, 2000
Place: San Isidro, Sipocot, Camarines Sur
Age: 22
Height: 5'8
Weight: 80
Civil Status: Married
Name of Spouse: Jeffrey F. Villanueva
Number of Children: 1
Religion: Jehova's Witnesses

I hereby declare that the details and information given above are complete and true to the best of my knowledge.

JONNA JEAN BARBOSA VILLANUEVA
Applicant