

JOHN REY BARANDA

Virtual Assistant | IT Support | Administrative & Graphic Design

Address: Purok 1. San Pedro Bacacay, Albay
Phone: 09459678797
Email: barandajrey28@gmail.com



ABOUT ME

Detail-oriented and organized professional with experience in administrative, clerical, and technical support. Skilled in data entry, email management, documentation, scheduling, file organization, and customer support. Proficient in Google Workspace, Microsoft Office, CRM tools, and office system management. Able to work independently, manage multiple tasks efficiently, and maintain accuracy in fast-paced work environments.

WORK EXPERIENCE

IT Staff / IT Support - Government Agency

April 2024 - December 2025

- Provided technical assistance for hardware, software, and network issues
- Managed system records, user data, and digital files
- Assisted employees with troubleshooting and system usage
- Ensured data accuracy, security, and proper documentation
- System Developing

March 2023 - March 2024

IT Staff Intern — Camp Simeon A. Ola

- * Assisted in administrative and clerical tasks including documentation, data entry, and file organization.
- * Maintained office systems, internet connectivity, and shared resources to support daily operations.
- * Monitored IT equipment inventory and prepared reports for tracking and maintenance purposes.
- * Performed routine system maintenance, data backups, and troubleshooting of technical concerns.
- * Assisted staff with technical support while ensuring organized record management and documentation.

EDUCATION

April 2019 - July 2023

Bachelor of Science in Information Technology

STI COLLEGE LEGAZPI ALBAY

- Major in Information Technology
- Thesis on "Evacuation Management System for Disaster Preparedness".

CERTIFICATIONS

- Certificate: SAP Business One (SAP Advance Implementaion and Support), AI-900: Microsoft Azure AI Fundamentals, AI-900: Develop Generative AI Solutions with Azure OpenAI Service

SKILLS

- Administrative Support
- Clerical and Office Support
- Email & Calendar Management
- Data Entry & Documentation
- File Management & Record Keeping
- Google Workspace
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- * CRM & Online Tools
- * Customer Service Support
- * Technical Troubleshooting
- * Time Management & Multitasking



STI College

692 Rizal St, Old Albay District, Legazpi City, 4500 Albay

Certificate of Completion

This certificate is issued to

JOHN REY BARANDA

for having successfully completed the training course in

SAP Business One

SAP Advance (Implementation & Support)

given this June 06, 2022 at FIT Academy, Makati City



(Scan to validate)

Certificate Number: FIT-0120220615148230



Ms. Marilyn D. Bones
Training and Education Director



TRAINOCATE

PROOF OF COMPLETION

THIS HAS CERTIFIED THAT

JOHN REY B. BARANDA

Has successfully completed the class:

AI-050: Develop Generative AI Solutions with Azure OpenAI Service

April 26, 2024

via Virtual Instructor-Led Training (VILT)


Jose Javier Hernandez
Country Manager


Raphael Alampay, PhD
Head of Training

Gold
Microsoft
Partner





TRAINOCATE

PROOF OF COMPLETION

THIS HAS CERTIFIED THAT

JOHN REY B. BARANDA

Has successfully completed the class:

AI-900: Microsoft Azure AI Fundamentals

APRIL 22, 2024

via Virtual Instructor-Led Training (VILT)


Jose Javier Hernandez
Country Manager


Raphael Alampay, PhD
Head of Training

Gold
Microsoft
Partner
