

# JANINE NATHALIE A. AGTAGUEM

[nathagtaguem@gmail.com](mailto:nathagtaguem@gmail.com) | +63 9165985381 | Paoay, Ilocos Norte, Philippines  
([www.linkedin.com/in/nathagtaguem](http://www.linkedin.com/in/nathagtaguem))

## PROFESSIONAL SUMMARY

---

*Detail-oriented Mechanical Engineering student and proven student leader with a strong technical mindset and exceptional organizational skills. Leveraging a background as a university publication Broadcast Director, I bring unique communication skills and digital proficiency in Google Workspace, Canva, and AI tools like ChatGPT. Seeking an entry-level Virtual Assistant position to support busy entrepreneurs with seamless administrative tasks, calendar management, and secure operations. Known for logic-driven problem solving, proactive communication, and thriving in remote environments.*

## KEY SKILLS

---

*Calendar Management | Email Correspondence | Data Entry | Google Workspace (Docs, Sheets, Slides, Drive) | Canva | ChatGPT/AI Tools | Zoom/Google Meet | Time Management | Attention to Detail | Proactive Communication*

## TECH PROFICIENCY

---

**AI Tools:** ChatGPT, Grammarly, Canva AI, Gemini

**Productivity:** Google Workspace (Docs, Sheets, Slides, Drive), Microsoft 365

**Communication:** Zoom, Google Meet, Discord

**Project Management:** Notion, Trello, Asana, ClickUp

**Design/Social Media:** Canva, CapCut, Meta Business Suite, Later

## EDUCATION

---

### **Currently taking up Bachelor of Science in Mechanical Engineering**

*Mariano Marcos State University | Batac City, Ilocos Norte, Philippines | 'Expected 2029'*

**Relevant Coursework:** *Engineering Economics (Budgeting & Financial Logic), Engineering Management (Workflow Optimization), Technical Writing (Executive Communications), Computer Applications (Digital Systems & Data Management).*

## RELEVANT EXPERIENCE

---

### **Junior Philippine Society of Mechanical Engineers (JPSME) REPRESENTATIVE**

*College of Engineering Student Council | A.Y 2025-2026*

- Coordinated logistical requirements and scheduling for college-wide engineering events, ensuring smooth execution and 100% on-time attendance for over 2,500 student participants.*

- Spearheaded student representation initiatives within the engineering college, resolving student concerns through proactive communication with faculty members and administration.

### **AUDITOR**

JPSME- MMSU CHAPTER | A.Y 2024-2025

- Tracked and audited all physical and digital assets owned by the JPSME chapter, maintaining a 100% accurate inventory record throughout the academic year.

### **DIRECTOR FOR CONTENTS**

JPSME- NORTH LUZON CLUSTER | A.Y 2024-2025

Oversee the production of regional broadcast materials and announcements, maintaining professional communication standards and clear information delivery for thousands of engineering students.

### **DIRECTOR FOR BROADCAST**

SALAYSAYEN PUBLICATION| 2024-2026

- Established and streamlined a structured production workflow for the broadcast team, eliminating content bottlenecks and ensuring 100% on-time publishing of weekly/monthly media releases.
- Led and mentored a team of student broadcasters, scriptwriters, and technical staff, fostering a collaborative environment that successfully covered major university events and campus journalism initiatives.

## **REMOTE WORK READINESS**

---

**Internet:** PLDT Fiber 50 Mbps Backup: Globe mobile data hotspot

**Power Backup:** , UPS with 2-hour battery | Nearby coworking space as contingency

**Equipment:** , Personal laptop (Ryzen 7 & Dell Chromebook) | Noise-cancelling headset | HD webcam

**Availability:** Flexible schedule | Available for US/UK/AU time zones | Open to graveyard shift

## **LANGUAGES**

---

**English:** Full Professional Fluency (Spoken) and High Proficiency (Written/Technical)

**Filipino:** Native / Fluent

Other languages - Ilocano (Dialect)