



# JON MICHAEL ADEFUIN

ADMIN STAFF

## Contact

7-595 J. Rizal St. Paete, Laguna

+639565298529

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## Skills

### Project Management



### Problem Solving



### Computer Skills



### Attention to Details



## About Me

I am a dedicated and detail-oriented administrative professional with a passion for providing efficient support. With my strong organizational skills and attention to detail, I excel in managing communication, records, and various administrative tasks. I am a proactive and reliable team member, comfortable working with people at all levels. I thrive in dynamic environments and am committed to ensuring smooth operations, supporting the team, and helping the organization reach its goals.

## Education

### BS in Computer Engineering

2015 - 2019

AMA Computer College

Sta. Cruz, Laguna

## Work Experience

### PMVIC

2023

#### IT Staff/Encoder

- Provided comprehensive IT support to end-users, resolving technical issues related to data entry processes and software applications.
- Assisted in the implementation and maintenance of data entry systems, ensuring data integrity and accuracy.
- Collaborated with the IT team to enhance data security measures, following established data protection protocols.

### Kanata Academy International

2022-2023

#### Virtual Assistant

- Provide comprehensive remote administrative support to executives and teams, ensuring efficient operations and smooth workflow.
- Maintain and update databases, ensuring accurate and organized records of documents..

### Blue Beret Security Agency Inc.

2019-2022

#### Admin Staff

- Computer Skills: Proficiency in office software and familiarity with email and calendar systems.
- Confidentiality and Discretion: Maintain confidentiality, exercise discretion, and ensure data security.