



JONNA MAE T. CAUBE

Contact Information

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Address: Brgy. Paku, Bontoc, Southern Leyte

Career Objective

To become part of a dedicated administrative team as an Administrative Aide III (Clerk I), providing quality clerical support and ensuring smooth office transactions in service of students, staff, and the public.

Skills

➤ Technical Skills

- MS Office Software (Word, Excel, PPT)
- Computer
- Graphic Design & Editing: Proficient in Canva (editing, layout design, content creation)
- Google Workspace (Docs, Slides)
- Basic Video Editing (Capcut)

➤ Soft Skills

- Communication skills (verbal and written)
- Time management
- Problem solving
- Adaptability
- Critical thinking

Education

- **Bachelor of Arts in English Language Studies (ABELS)**
Visayas State University
Cum Laude
July 2025
- **Sogod National High School**
With Honors – STEM Strand
June 2021
- **Paku Elementary School**
4th Honor
June 2015

Achievements

- **Voice-over – Promotional Video**
College of Agricultural Sciences
Bohol Island State University- Bilar Bohol
July 2025
- **English Language Workshop**
Visayas State University
October 2024
- **Student Broadcasters Circle (SBC) Seminar Workshop**
Visayas State University
January 2024
- **Best Female Radio Anchor**
Sogod National High School
September 2019
- **Journalism School-based Seminar Workshop**
Paku National High School
August 2015

References

John Mark S. Risos

Instructor (BISU-Bilar)

johnmark.risos@bisu.edu.ph

Jade Barachiel D. Bantasan

Instructor (VSU-Baybay)

jade.bantasan@vsu.edu.ph