



# JOHN CARLO M. MAIQUEZ

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## OBJECTIVE:

Adaptable and detail-oriented professional with a multidisciplinary background in multimedia production, social media management, and high-volume customer service. Proven track record of mastering new software and operational workflows quickly. Exceptionally organized, with experience balancing creative project deadlines with hands-on service roles. Eager to transition into Macau's dynamic workforce, offering a dedicated work ethic and a "quick-study" mindset ready to excel in event coordination, administrative support, hospitality, or creative roles.

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## EDUCATIONAL BACKGROUND:

### **Batangas State University**

Bachelor of Science in Computer Science  
*Malvar, Batangas, Philippines*  
2019-2023

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## PERSONAL DETAILS:

**Date of Birth:** July 8, 2001

**Place of Birth:** Tanauan City, Batangas, Philippines

**Age:** 24

**Gender:** Male

**Civil Status:** Single

**Citizenship / Nationality:** Filipino

**Religion:** Roman Catholic

**Height:** 180cm

**Languages Spoken:** English, Filipino

## PRIMARY SKILLS

### Administrative & Operational

- **Office Administration:** Proficient in data entry, file management, and professional email correspondence.
- **Event Coordination:** Assisting with logistics, scheduling, and on-site support for corporate or social events.
- **Customer Service Operations:** Experienced in Point-of-Sale (POS) systems, cash handling, and order processing.
- **Inventory Management:** Monitoring stock levels and organizing supplies for office or retail environments.
- **Microsoft Office Suite:** Competent in Word, Excel, and PowerPoint for reporting and documentation.

### Creative & Digital

- **Social Media Management:** Content scheduling, community engagement, and trend monitoring (Instagram / Facebook / TikTok / X *(formerly Twitter)*).
  - **Graphic Design & Visuals:** Proficient in Adobe Creative Cloud (Photoshop, Illustrator, Lightroom, InDesign) for marketing materials and menus.
  - **Content Production:** Basic video editing and photography for brand documentation or social media promotion.
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## SOFT SKILLS

### Adaptability & Growth

- **Rapid Skill Acquisition:** Proven ability to learn new software, protocols, and workflows quickly.
- **High Trainability:** Receptive to feedback and eager to adopt new company standards and procedures.
- **Cultural Adaptability:** Capable of working effectively within diverse, multicultural teams.
- **Flexible & Versatile:** Willing to take on cross-functional tasks outside of the primary job description.

### Work Ethic & Interpersonal

- **Detail-Oriented:** Committed to accuracy in administrative tasks and visual presentation.
- **Customer-Centric Mindset:** Dedicated to providing a welcoming and professional experience for clients or guests.
- **Composure Under Pressure:** Ability to maintain professionalism and efficiency in fast-paced, high-volume environments.
- **Collaborative Team Player:** Strong communication skills for coordinating with management and colleagues.

## CONFERENCES & SEMINARS ATTENDED:

### **Graphika Manila 2024**

*SMX Convention Center, Pasay City, Philippines*  
February 17–18, 2024

### **Graphika Manila 2025**

*SMX Convention Center, Pasay City, Philippines*  
March 1–2, 2025

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## WORK EXPERIENCE:

### **Multimedia Assistant**

*Institutional Relations and Development Office (IRDO),  
First Asia Institute of Technology and Humanities (FAITH Colleges)  
Tanauan City, Batangas, Philippines*  
January 29, 2024 – January 31, 2026

- **Content Development:** Produced engaging multimedia content for institutional campaigns and large-scale events, ensuring consistent messaging across all platforms.
- **Visual Design:** Conceptualized and designed high-quality digital and print assets, including promotional banners, invitations, and marketing collateral.
- **Video Production:** Executed end-to-end video support—from filming to post-production editing—to deliver polished visual assets for key organizational projects.
- **Creative Strategy:** Partnered with the creative team to refine brand identity, ensuring all visual storytelling aligned with strategic goals.

### **Barista / Bartender**

*Del Mare Restobar & Cafe*  
*Tanauan City, Batangas, Philippines*  
July 2023 – August 2023

- **Beverage Crafting:** Expertly prepared a diverse range of beverages, transitioning seamlessly from specialty espresso drinks to signature cocktails and mixed spirits in a dual-concept environment.
- **Operational Standards:** Maintained a pristine workspace across both coffee and bar stations, ensuring strict adherence to sanitation protocols and proper equipment maintenance.
- **Guest Experience:** Delivered exceptional service to a diverse clientele, offering personalized recommendations for coffee blends and alcoholic pairings to enhance customer satisfaction.

## Marketing Associate / Graphic Artist

*Great Multitrends Food Enterprises Inc.,  
Sto. Tomas City, Batangas, Philippines  
March 2022 – August 2022*

- **Visual Communication:** Designed compelling promotional assets that effectively communicated key brand messages and supported sales initiatives.
- **Community Management:** Drove online growth by executing social media strategies, actively managing community interactions to foster customer loyalty.
- **Brand Development:** Collaborated with leadership to refine brand positioning, translating strategic goals into actionable creative campaigns.

## IT Support Intern

*Great Multitrends Food Enterprises Inc.,  
Sto. Tomas City, Batangas, Philippines  
July 2022 – August 2022*

- **Technical Support:** Delivered responsive IT assistance to internal teams, troubleshooting network connectivity and software errors.
- **User Experience Improvement:** Contributed to the design and testing of interface updates (UI/UX), making internal systems more intuitive for employees.
- **Operational Support:** Supported daily IT operations, demonstrating a rapid ability to learn and manage new technical protocols.

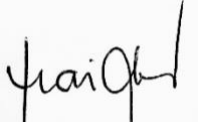
## Barista

*Coffee Ana  
Great Multitrends Food Enterprises Inc.,  
Sto. Tomas City, Batangas, Philippines  
February 2022 – August 2022*

- **Guest Relations:** Cultivated a warm and welcoming atmosphere for all patrons, consistently delivering high-quality service to drive customer retention.
- **Multitasking Excellence:** Effectively prioritized tasks under pressure, managing customer inquiries, order fulfillment, and station cleanliness simultaneously.
- **Collaborative Service:** Fostered a positive team culture, working closely with staff to resolve operational challenges and enhance the overall guest experience.

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*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*

  
**JOHN CARLO M. MAIQUEZ**