

Ryan Jonathan D. Alcantara

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OBJECTIVE: To acquire a position which will gain understanding of how to provide good customer service and obtain knowledge of day to day operations of a prestigious company.

EDUCATION:

Evergreen Valley High School, San Jose, CA
August 2015 - July 2019
GPA- 3.0

De Anza College, Cupertino, CA
September 2019 - Present

COMPUTER SKILLS:

Platforms: Windows, Mac OS

Typing Speed: 50+ WPM

Software Expertise: Microsoft Word, Outlook, Excel, PowerPoint

Music Production Programs : Audiotool, FL Studio, Logic Pro

WORK EXPERIENCE :

PET/CT Imaging of San Jose

Office Administrative Assistant

June 2015 – August 2016

Handled incoming calls and directed them to the appropriate line; data entry; filed and maintained patient records; assisted with coordination of insurance billing/ invoices.

Rowena Dayanghirang (106.1 KMEL personality)

Digital Content Assistant

January 2018 – Present

Managed social media accounts utilizing Hootsuite; posted a minimum of 3 to 5 posts a day; produced and strategized content of social media posts

Seiki House

Crew Member

March 2019 - March 2020

Serve tables, handle the register, and make milk tea.

Eternal Health & Wellness

Receptionist (internship)

June 2019 - September 2019

Handled phone calls, front desk, & paperwork

EXTRA CURRICULAR ACTIVITIES

AAU Basketball

Kababayan Club- Apparel Designer

Battle of the Classes – (Actor&Dancer) 2 years

COMMUNITY SERVICE

Feeding Homeless during Thanksgiving 2 years (2015 & 2016)

Gifted the homeless in Berkeley (2017)