



## Contact

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### Address

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## Education

2018

### Senior High School

Information and Communication Technology  
Assumption College of Davao

2017

### Secondary Level

Assumption College of Davao

## Expertise

- Music & Video Editor
- Document Management System
- Canva Graphic Design
- Administrative task
- Social Media Marketing & Management
- Facebook Ads Marketing
- Search Engine Optimization
- Bookkeeping
- Lead generation

## Soft Skills

- Reliability
- Communication
- Time Management
- Resourcefulness
- Detail-oriented

# John Ley Tumogbong

I am a dedicated professional with a strong background in document control, seeking to further develop my skills and expertise in this field. My short-term goal is to secure a position that allows me to expand my knowledge of document control software and quality assurance processes. In the long term, I aspire to take on a leadership role within document control, where I can leverage my experience to drive efficiency and compliance in a dynamic organization.

## Experience

2016 - 2024

**MAKATI DEVELOPMENT CORPORATION (AGENCY)**  
Azuela Cove, Lanang, Davao City

### Document Controller

As a Document Controller, I would typically manage documents. My responsibilities include:

1. **Document Management Systems (DMS):** Using software to store, track, and manage electronic documents.
2. **Version Control:** Ensuring that the most current version of a document is available and that previous versions are archived.
3. **Access Control:** Managing who can view or edit documents to maintain security and confidentiality.
4. **Document Retrieval:** Quickly finding and providing documents when needed by colleagues or external parties.
5. **Compliance:** Ensuring that documents meet regulatory requirements and company standards.
6. **Training:** Providing training on document management processes and systems to colleagues.
7. **Quality Assurance:** Ensuring that documents are accurate, complete, and adhere to formatting standards.
8. **Procure:** A construction management software that helps companies manage projects, resources, and financials.
9. **Onbase:** It is designed to help organizations manage documents and content in a centralized repository, providing a range of features for document capture, storage, retrieval, and workflow automation.
10. **Outlook:** It is part of the Microsoft Office suite and is widely used for email communication, managing calendars, tasks, contacts, and more.

2015 - 2016

**THREE DIAMONDS NET CAFE**

### Computer Attendant

As a Computer attendant my responsibilities is to provides support and assistance with computer-related tasks. This can include tasks such as setting up computers and peripherals, installing software, troubleshooting hardware and software issues, and providing basic technical support to users.

## Certification

### VA Training PH

#### General Virtual Assistant

5 days Training Workshop of Virtual Assistance and Social Media Marketing and Management, Meta Ads, Project Management, Executive Assistance, with Bookkeeping, Lead Generation, Content Creation, Website Design and Search Engine Optimization for a total of 20 hours.

<https://certopus.com/c/d7a52c555423417b967c0f1f044dcffa>

# Organization

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The Fraternal Order of Eagles - Philippine Eagles

Davao Gulf Eagles Club - 2022

# Character Reference

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**DONNA JOY DIESTRO**

Team Leader - Document Controller (MDC)

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**JOANNA PAULA ESCARO**

Coach of VA Training PH

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