

STEPHEN MIO MONTENEGRO

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North Poblacion, Jimalalud, Negros Oriental, Philippines

PROFESSIONAL SUMMARY

Organized, service-oriented candidate seeking an entry-level Virtual Assistant or administrative support role. Brings experience assisting customers, preparing files, printing, photocopying, scanning, processing orders, and completing work to quality and timing requirements.

CORE SKILLS

Customer service and inquiry handling • Document printing, photocopying, and scanning • File preparation and document handling • Order processing and detail accuracy • Time management and deadline awareness • Equipment operation and basic upkeep • Work-area organization and quality checks • Filipino, Cebuano, and English

PROFESSIONAL EXPERIENCE

Printing Shop Assistant / Printing Shop Staff | *Printing Shop*
2022–2024

- Operated printing machines and assisted with photocopying and scanning documents.
- Prepared files for printing and checked outputs for quality.
- Assisted customers with service requests and helped ensure orders were completed on time.
- Performed binding and laminating services and helped maintain printing equipment.
- Handled customer orders while keeping work organized and accurate.

Meat Cutter / Deboner / Butcher | *AM'S MEAT SHOP*
Dumaguete City, Negros Oriental | May 2023–Present

- Prepared and processed customer orders according to specific requirements.
- Weighed and packed products carefully, checking order details and presentation.
- Operated specialized equipment and maintained clean, organized work areas.
- Followed sanitation procedures and completed tasks with attention to quality and timing.
- Worked with customer-specific requests, including private processing orders.

EDUCATION

Bachelor of Science in Information Systems, College Level
2022–2024 | Not completed

Senior High School Graduate, Jimalalud National High School
School Year 2022–2023

TRAINING & CERTIFICATIONS

160-Hour Program in Butchering / Meat Cutting / Deboning (Pork and Beef) — Buglas Institute of Butchering and Slaughtering Corporation (BIBSCorp.) | Completed June 28, 2026

Food Handlers Course — City Health Office of Dumaguete | Completed July 4, 2026

Emergency First Aid Training — Philippine Red Cross – Negros Oriental Chapter | Completed July 15, 2026; valid until July 14, 2028