

Jerome Mendoza

*Virtual Assistant/
Web Developer*

Antipolo, Rizal, Philippines

To work in a company that would require and expand my knowledge and skills and provide personal, professional growth, and advancement opportunities.

Skill Highlights

- Proficient in Adobe Creative Suites (Photoshop, Illustrator, InDesign, Flash, Premiere Pro)
- Proficient in Microsoft Office and Google Apps
- Knowledge in Buffer, Slack, Amazon, LinkedIn, Canva
- Familiarity in Programming (HTML, CSS, Php, MySQL, Java Wordpress)


Education

2013 - 2015

IETI Marikina, — Information and Communication, Technology

Contact

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Work Experience

Admin Assistant II

April 2020- Jan. 2024

- Transcribed medical reports from various specialties such as ob-gyn, pediatrics, surgery and etc.
- Maintained accurate records of completed work and ensured timely delivery of reports.
- Ensure the accuracy and completeness of reports.

Job Board Manager

Oct. 2021 - Sept. 2022

- Managed the company's job board platform
- Monitored job board performance metrics to identify areas for improvement and optimization.

Graphic Designer

July 2020- June 2022

- Create visual designs for clients including logos, branding, print and digital designs
- Conduct research and analysis to keep up to date with design trends
- Deliver high-quality designs within tight deadlines