JUSTINE GALECIA

Hardworking and detail-oriented IT professional with over 6 years of experience in web development, IT management, and data processing. Seeking a challenging position where I can leverage my technical expertise, problem-solving skills, and leadership abilities to contribute to a progressive organization and advance my career.

Contact

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Barangay, Gahol, Taal, Batangas

Portfolio
https://justine-galecia-portfolio.vercel.app/

Education

Bachelor of Science in Information Technology
Lemery Colleges, Lemery, Batangas
2012-2016

Secondary Education
Taal National High School, Taal
2008-2012

Technical Skills

- Web Development (HTML, CSS,React JavaScript, jQuery, PHP,Laravel)
- WordPress & Page Builders (Elementor, Divi, Thrive, Cornerstone)
- Database Management & SQL
- Microsoft Office Suite (Excel, Word, PowerPoint)
- SAP (Sales Reporting, Order Processing, Inventory Management)
- Adobe Photoshop (Basic Image Editing)
- Troubleshooting & IT Support

Soft Skills

- Creativity & Problem-Solving.
- Strong Work Ethic & Trustworthiness
- Willingness to Learn & Adaptability
- Leadership & Team Collaboration

Professional Experience

2020 – 2024

Web Development Team Lead

Virtual Bears | Bear Digital Outsourcing Company

- Developed and maintained websites using HTML, Bootstrap,React, WordPress, Elementor, Divi, Thrive, and Cornerstone.
- Integrated jQuery, PHP(Laravel), and other web technologies for enhanced functionality.
- Troubleshot website errors, updated plugins, and ensured smooth site operation.
- Implemented SEO best practices and managed Google Tag Manager and Google Analytics.
- Deployed projects via GitHub and managed staging and live site environments.
- Provided task assignments to team members and coordinated project timelines.

2020 – 2022

I.T Head

Good Heart Marketing Inc.

- Managed the IT department, ensuring seamless system operations.
- Monitored accuracy of system-generated reports for the Sales Department.
- Oversaw inventory system accuracy and coordinated product ordering.
- Conducted training sessions for new data entry specialists.

2018 – 2020

Data Entry Specialist

Good Heart Marketing Inc.

- Compiled and reviewed data for accuracy before input, ensuring high-quality database records.
- Managed and organized documents, including filing records, making photocopies, preparing correspondence, and generating reports.
- Created detailed monthly reports using advanced Excel functions such as VLOOKUP and PivotTables for data analysis
- Processed sales orders through SAP, generating invoices with accuracy and timeliness.
- .Managed warehouse inventory tracking through SAP, ensuring accurate stock levels and efficient logistics.

2016 – 2018

Accounts Receivable Staff

Good Heart Marketing Inc.

- Followed up on overdue payments and managed payment plans.
- Assessed and adjusted credit limits based on payment history.
- Monitored accounts for compliance with payment terms.
- Processed customer payments and managed aging reports.