JOSEPHUS VINCENT FRANCISCO

VIRTUAL ASSISTANT
WEB DEVELOPER

PROFILE

I am a virtual assistant and a web developer with robust problem-solving skills and proven experience in creating and designing Website in a test-driven environment.

SKILLS

Coding Languages
JavaScript, HTML/CSS, Php, Mysql, jQuery, AJAX / JSON, Bootstrap, Laravel,MVC

Virtual Assistant Skills
Data Entry, Transcription, Appointment Setting, Project Management, Calendar, and Email Management, Forms and file management, Social Media Optimization, Online Research, Social Media Management & Marketing, Search Engine Optimization, SEO backlinking

CHARACTER REFERENCES

Divine Grace Corcio
Virtual Assistant Coach,
Downey, California, USA
Cell: +1 (562) 4508700

HOW TO REACH ME

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Address: Lavezares Northern Samar, Philippines
Website : https://josephusvincent.github.io/jovit-portfolio/

CAREER SUMMARY

Php Developer
Remote Staff Inc. | July 2018 to October 2018
- Develop visually appealing websites that feature user-friendly design with reliable database to help users retrieve data
- Preparing reports for stand-up group meeting.

EDUCATIONAL TRAINING

Divine Word Colege of Legazpi
Bachelor of Science in Information Technology
- 2012 - 2015

Colegio de San Juan Samar
Bachelor of Science in Information Technology
- Transfered 2015 to 2017
- Graduated April 3, 2017.

Tuitt Coding Bootcamp
Web Developement
- March 22, 2018 to June 28, 2018
- Creates own 3 websites and a portfolio website.

Freelance Virtual Assistant Course
Virtual Assistant
- May 6, 2021 to June 1, 2021.