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 Optimazation

CHARACTER REFERENCES

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

HOW TO REACH ME

Cell: +63 909-222-1130
Email: josephusvincent95@gmail.com
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 2021.