

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, Website Optimization, 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

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 1, 2021.