



REMEDIOS T. SIBUG

WEB DEVELOPER AND VIRTUAL ASSISTANT

I am trained Virtual Assistant and Full Stack Web Developer with experience in various facets of the industry.

A person with various experiences in BPO industry, IT world and HR administration.

EXPERTISE

- Designing user interactions on websites
- Developing servers and databases for websites functionality
- Coding for mobile platforms
- Lead and Content Generation
- Cold Calling
- Appointment Setter
- Video Editing
- E-commerce
- Social Media Marketing
- Critical and Analytical thinking
- Chatbot Creation

REFERENCES

kodego.ph.com
Virtual Assistant
University
Concentrix.ph.com

PROGRAMS

- Canva
- PowToon
- Filmora
- Facebook Business Manager
- Instagram Business Profile
- Click Funnel
- WordPress
- Google Workspace
- Microsoft Office Suite
- Laravel Framework
- Process payments with Stripe
- Shopping cart creation
- Checkout option
- Building site with Admin Panel
- HTML
- CSS
- JavaScript
- Bootstrap 4
- React JS
- Admin Panel Authentication
- VC Dialer

WORK EXPERIENCE

HR Manager

International Manpower Agency Inc. 2021 up to 2022

Virtual Assistant and Full Stack Web Developer

Freelancer for various companies 2020 up to present

Customer Service Representative

Various companies with 6years of experiences

OFW (China)

Pre-school Teacher for 10years in several cities in China
2010 to 2020