



NOA LIGPITAN

Software Developer / VA

CONTACT

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Bulacan 3010

EDUCATION

**AMG Skilled Hands
Technological College**

Major in Programming

2013 - 2016 *Honorable Award*

NCII Passer

Assembly/Disassembly

SKILLS

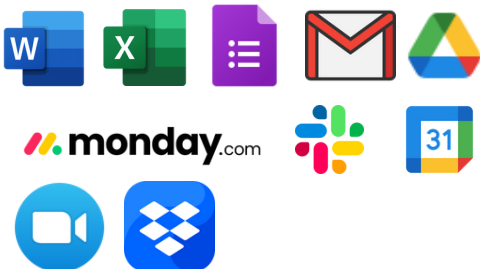
Programming



Graphic Design



Project Management tools



CERTIFICATES

- Virtual Executive Assistant Course
- General Virtual Assistant Course
- Social Media Management Course

REFERENCES

Patrick Cheliel
Correa
Email : patrickcheliel@yahoo.com
Phone: 09176392713

Keyeth Rioflorido
Estrella
FB: [Keyeth Rioflorido](#)
Phone: 0926-811-5110

EXISTING PROJECTS

Lending Company Web Application

[lending_web_app](#)

Display important information to clients and loan calculator

Website personalization at admin page

Manage and create agents referral links

Automatic email notification of client inquiries sent to company email and specific agent referral.

Dental Clinic Systems Application

[github_repo](#)

Manage customer information and treatments rendered

Manage treatment services

Track sales and expense

Customizable application information and colors

Grocery Store Point of Sale Machine

[github_repo](#)

Monitor stocks and its expiration date

Easily calculate profit and expense

Track sales and expense

Track product flow

WORK EXPERIENCE

VIRTUAL ASSISTANT

2023-2024

CHARMING'S SHOPIFY STORE

Input of product details and images needed in the store

Collaborating with workmate to monitor the progress of our works.

TECHNICAL SUPPORT

2019-2022

CAFFEINAS BREW COFFEE SHOP

Provide top-notch technical support to team and customers via phone, email, and remote desktop assistance for a diverse range of software and hardware products, ensuring prompt issue resolution.

Diagnose and troubleshoot software and hardware issues, escalating complex cases to the owner/manager while maintaining proper documentation.

SERVICE CREW

2013-2016

JOLLIBEE FOOD CORP

Provide high quality customer service by serving the proper standards of store operations.
Maintaining the cleanliness of the store.