

# PATRICIA BAGARRA

WEB DEVELOPER / VIRTUAL ASSISTANT

## CONTACT

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📍 Luna , Cuyapo, Nueva Ecija 3117

## SKILLS

MICROSOFT OFFICE WINDOWS/LINUX TRANSCRIPTION

PROJECT MANAGEMENT BOOKKEEPING AND INVOICING

ONLINE RESEARCH DATA ENTRY EMAIL MANAGEMENT

HTML/CSS JAVASCRIPT NODE.JS REACT.JS

PYTHON PHP SQL GIT CLOUD COMPUTING

AGILE DEVELOPMENT PHOTOSHOP ANGULARJS

SHOPIFY WORDPRESS DATABASE MANAGEMENT

## EDUCATION

BSIT Major in Systems Development

**Central Luzon State University**

2018 - Present

Associate Degree in Information Technology

**Central Luzon State University**

2016 - 2018

Senior Highschool (STEM)

**Central Luzon State University**

2014 - 2016

## CERTIFICATION

NC II - TESDA Call Center Training Course

**TESDA**

October 2020 - January 2021

## LANGUAGES

English

Tagalog

## PROFILE

A dedicated and detail-oriented IT support specialist and virtual assistant with over 3 year of experience in web development and administrative support. Skilled in HTML, CSS, and JavaScript, with a strong ability to communicate effectively and provide excellent customer service. Proven track record of maintaining high-quality work and meeting deadlines. Efficient in working remotely, with a keen ability to prioritize tasks.

## WORK EXPERIENCE

### Intern - Assistant College Instructor

Central Luzon State University (Hybrid - OJT)

January 2023 - Present

- Assisting in teaching and conducting classes
- Assisting in evaluating student performance
- Collaborating with professors and other faculty members to ensure effective instruction
- Demonstrating excellent communication and interpersonal skills in working with students and colleagues

### Freelance - Junior Web Developer / Virtual Assistant

Pan Digital Network (WFH)

May 2021 - Aug 2022

- Developed and maintained websites using HTML, CSS, and JavaScript
- Assisted in graphic design and content creation
- Provided virtual assistance in administrative tasks such as managing calendars and emails
- Demonstrated strong communication skills while interacting with clients to ensure their needs were met
- Utilized problem-solving skills to troubleshoot technical issues and provide technical support as needed
- Managed multiple projects simultaneously, demonstrating strong attention to detail and organization skills

### Freelance - IT Technical Support / Virtual Assistant

PaymenTechnologies (WFH)

January 2021 - May 2021

- Assisted in various administrative tasks such as email management, appointment scheduling, and data entry
- Provided exceptional customer support via phone, email, and chat to ensure client satisfaction
- Provided technical support to clients for software and hardware issues
- Utilized problem-solving and troubleshooting skills to address various IT concerns
- Demonstrated strong attention to detail in ensuring accurate and timely completion of tasks