JUNRY JUMAWAN

WEB DEVELOPER
GENERAL VIRTUAL ASSISTANT

CONTACT

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✉️ junry.jumawan4@gmail.com

📍 Lanao Del Norte, Philippines

🌐 https://snopeee1.github.io/Portfolio/

EDUCATION

2020-2024
MINDANAO STATE UNIVERSITY

- Bachelor of Science in Information Technology

2015-2019
MINDANAO STATE UNIVERSITY

- Information and Communication Technology

EXPERTISE

- **Web Development**
- **Web Maintenance**
- **SEO**
- **WordPress**
- **Wix**
- **Email Management**
- **Prompt Validator**
- **Administrative Support**
- **Data Entry**
- **Data Analysis**

LANGUAGES

- English
- Filipino

PROFILE

Hi, I'm Junry from the Philippines, a dedicated **Website Developer** with a year of hands-on experience in creating and optimizing websites. I specialize in enhancing website design and functionality to ensure a seamless user experience and keep your site fresh and engaging. My expertise extends to **WordPress**, where I handle tasks such as adding new products, managing content, and optimizing for search engines.

I understand that clients need their websites to not only look appealing but also perform well in search rankings. My skills in **SEO (Search Engine Optimization)** and **Data Analysis** help improve your website's visibility and attract more visitors, driving growth for your business.

My web development work, I have experience as a **Personal Virtual Assistant**. I've supported clients with managing schedules, handling emails, and organizing various tasks. This experience has refined my ability to multitask efficiently and stay organized, ensuring your daily operations run smoothly.

As an **AI Prompt Validator**, I review AI-generated content to ensure it meets high standards of accuracy and impartiality. My feedback helps refine AI models, ensuring the content you rely on is reliable and free from errors.

I am passionate about leveraging my skills to meet your specific needs and help you achieve your goals. Whether you're looking to enhance your website's functionality, improve search engine rankings, or manage daily administrative tasks, I am here to provide solutions that align with your vision and drive your success.

Let's collaborate to turn your ideas into reality and achieve your objectives efficiently and effectively.

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Upwork: https://www.upwork.com/freelancers/~0124409f75e60fbc88
OnlineJobsPH: https://www.onlinejobs.ph/jobseekers/info/2532591

REMOTE JOB

SOCIAL
MEDIA MANAGER
MIKE WEB

2024

As a Social Media Manager, I developed and executed strategic social media plans across various platforms, focusing on creating and scheduling engaging content that resonated with target audiences. I crafted compelling copy and designed visually appealing graphics to enhance brand visibility and drive engagement. My role involved managing interactions with followers by responding to comments and messages, ensuring a positive and active online community.

WORK EXPERIENCE

- I Developed and executed social media strategies, managing content schedules and campaign timelines to ensure consistent and timely posting across multiple platforms while avoiding conflicts.

- I Managed high-volume social media communications, including responding to comments, messages, and mentions with professionalism and clarity, prioritizing interactions based on urgency to maintain positive engagement.

- I Conducted thorough research and analysis on social media trends and audience behavior, providing detailed reports and insights to guide strategic decisions and enhance campaign effectiveness.

- I Maintained organized records of social media activities, utilizing tools and spreadsheets to track performance metrics, engagement data, and campaign outcomes, ensuring all information was up-to-date and easily accessible for reporting and strategy adjustments.

PESONAL
VIRTUAL ASSISTANT
NAFIS BIN AZAD
2024

As a Personal Virtual Assistant, I managed and organized schedules, handled email correspondence, and assisted with various administrative tasks. Additionally, I maintained records related to client projects and managed inventory data to ensure everything was up-to-date and easily accessible.

- Managed complex schedules and coordinated appointments efficiently, ensuring no conflicts and timely reminders.
- Handled high-volume email correspondence effectively, prioritizing urgent matters and maintaining clear communication on behalf of clients.
- Conducted thorough research and provided comprehensive reports, aiding in informed decision-making for client projects.
- Maintained accurate and organized client records, utilizing spreadsheets and databases to track essential information and ensure accessibility.

AI
PROMPT VALIDATOR
CHRIS BEHARRY-YAMBO
2022 - 2023

As an AI Prompt Validator, my primary task was meticulously examining AI-generated prompts to ensure they met the criteria of accuracy, relevance, and alignment with project standards.

- Reviewed and validated AI-generated prompts to ensure accuracy, relevance, and adherence to project guidelines and standards, utilizing other programming languages that I code.
- Collaborated with cross-functional teams to understand project requirements, provide feedback, and enhance prompt quality and effectiveness, using other programming languages that I code for effective communication and integration.
- Conducted thorough testing and evaluation of AI responses to identify and rectify issues related to clarity, coherence, and appropriateness, employing other programming languages that I code.
- Documented validation processes and findings, offering insights and recommendations for continuous improvement of AI prompt generation, leveraging the capabilities of other programming languages that I code for detailed analysis and reporting.

WEB
DEVELOPER
4th Infantry "Diamond" Division, Philippine Army
2020 - 2021

As a Web Developer, my responsibilities included designing and sustaining web applications and services to ensure high performance and responsiveness.

- Developed and maintained custom web applications and services using PHP Laravel, HTML5, CSS3, Bootstrap, and MySQL, ensuring high performance and responsiveness.
- Ensured application stability, functionality, and security by leveraging Laravel and PHP best practices, and performing regular updates and maintenance.
- Created and implemented user interface (UI) requirements utilizing Bootstrap, Node.js, and jQuery, enhancing user experience and visual appeal.
- Collaborated with cross-functional teams to gather requirements, troubleshoot issues, and deliver seamless web solutions that meet client specifications and industry standards.

OFFICE WORK

DATA
ENTRY I ANALYST
ST. MICHAEL'S COLLEGE
2021 - 2022

As a Data Analyst and Data Entry Specialist, I managed and oversaw data pertaining to student enrollment and the inventory of scientific equipment in laboratory facilities. This involved ensuring accuracy, organizing data for analysis, and generating reports to support decision-making processes.

- Managed and maintained databases, ensuring accuracy and completeness of student enrollment records and scientific equipment inventory within laboratory facilities.
- Performed data validation and quality assurance checks to guarantee integrity and reliability of information, utilizing analytical tools and techniques to identify discrepancies.
- Generated detailed reports and summaries based on analyzed data, providing actionable insights and recommendations to support decision-making processes.
- Collaborated with teams to understand data requirements, streamline processes, and improve data collection methods, contributing to overall efficiency and data-driven decision-making.

LAPTOP SPECS

ASUS
X441UB

- **Operating System:** Windows 10 Home - ASUS recommends Windows 10 Pro for businessEndless.
- **Processor:** Intel® Core™ i5-8250U Processor 1.6 GHz (6M Cache, up to 3.4 GHz, 4 cores)
- **Graphics:** NVIDIA® GeForce® MX110 2GB GDDR5 Intel® UHD Graphics 620
- **Memory:** 8GB DDR4 SO-DIMM Max Total system memory up to:12GB
- **Storage:** 1TB SATA 5400RPM 2.5" HDD
- **Optical Drive:** DVD writer 8X Without optical drive
- **Network and Communication:** Wi-Fi 5(802.11ac) (Dual band) 1*1 + Bluetooth® 5.1
- **Microsoft Office:** Microsoft 365

REFERENCE

- **CHRIS BEHARRY-YAMBO**

DATAANNONATION

Colleague

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- **NAFIS BIN AZAD**

Colleague

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- **WENDELYN MAYORMITA**

ST. MICHAEL'S COLLEGE

Colleague

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SKILLS

- PROGRAMMING
- RESEARCHING
- AI UNTILIZATION
- OPTIMAZITION
- SEO

- SCHEDULING
- TIME MANAGEMENT
- EMAIL MANAGEMENT
- TROUBLESHOOTING
- FLEXIBILITY

- CRITICAL THINKING
- PROBLEM SOLVING
- DOMAIN KNOWLEDGE
- ADAPTIBILITY
- DATA ANALYSIS

- FAST LEARNER
- COMMUNICATION
- GOAL ORIENTED
- ORGANIZING
- COMPUTER LITERATE

- CODING
- STATICAL ANALYSIS
- MULTITASKING
- ATTENTION TO DETAIL
- CONTENT WRITING

TOOLS

- VISUAL CODE STUDIO
- GOOGLE WORKPLACE
- EXCEL
- MICROSOFT 365
- WORDPRESS

- ADOBE PHOTOSHOP
- WIX
- TRELLOR
- MYSQL
- DJANGO

- NOTION
- SLACK
- GITHUB
- ASANA
- NODE JS

- BOOTSTRAP
- GOOGLE ANALYTICS
- AI TOOLS
- NODE JS
- CANVA