MARY ROSE JOFEL D. VILLACAMPA
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SKILLS AND TOOLS

- Full-stack Development
- UI/UX Design
- Artificial Intelligence
- Machine Learning
- Data Analysis
- CSS/ HTML
- C++
- React JavaScript
- Python – Flask/Django
- SQL
- Figma
- Power BI
- Research
- Calendar Management
- Email Management
- Mojo
- ZipForms
- Chime
- Canva
- Zoho
- Batch Leads
- Chime
- Skip tracing
- Mail Chimp
- Asana
- Trello
- Dropbox
- Calendly
- KW Command
- Dotloop
- Skyslope
- Zoho

EXPERIENCE

● **FULL-STACK DEVELOPER INTERN • INGENUITY SOFTWARE • APRIL 2023 — JUNE 2023**

Led a team of intern-developers and headed the development of an artificial intelligence integrated application that acts as a student helper. The application is integrated with AI through ChatGPT's API endpoint connection. It manages and converts academic pdf files into text and is then transformed into a specialized chatbot. The bot can give important or key information within the file through assigning weight scores in each line of text using MeaningCloud's Text Analytics API.

● **FRONTEND DEVELOPER • SPHERE ROCKET• JULY 2022 – JANUARY 2023**

I was responsible for creating visually appealing and user-friendly websites and applications. Leveraging my strong proficiency in HTML, CSS, and JavaScript, I collaborated closely with the design and backend development teams to bring innovative ideas to life. My role was pivotal in ensuring seamless user experiences and responsive designs across various devices and platforms.

● **EXECUTIVE ASSISTANT AND TRANSACTION MANAGER • BRIVITY VA• FEBRUARY 2020 – JANUARY 2023**

I schedule appointments for interested property sellers and push them through different teammates. Executive calendar and email management. I update number of transactions via MS Excel, take down notes and other important dates through MS Word, and use slack for team and client communication. I am responsible for the overall transaction management for all the contracts that I draft for clients and fill out webforms for customer information.

● **EXECUTIVE ASSISTANT AND SOCIAL MEDIA MARKETING MANAGER • START VIRTUAL • JANUARY 2020 – DECEMBER 2021**

I encode and organize data, check time to time database updates. Manage appointments through email, and date and time tracking and inputting in calendars. Social Media Management for sold property and listings. Lead management such as nurturing and skip tracing. Submit and send comparative marketing analysis, automate system auto plans, and do market snapshots. I manage listing transactions like signature checking on contracts, setting up dates to both seller and buyer parties, disclosures, and other paperwork necessary for closing of escrow.

EDUCATION

● **HIGH SCHOOL GRADUATE • APRIL 2019 • DAVAO CITY NATIONAL HIGH SCHOOL**

Graduated with a GWA of 96.5. From Science and Technology strand. Excelling in speech, science and computer science. Done high school and senior high school research about Diabetes Mellitus type 1 and sustainable energy production through biomimetics engineering approach.

● **4th YEAR COLLEGE • OCTOBER 2022 • ATENEO DE DAVAO UNIVERSITY**

Took up BS Data Science in Ateneo de Davao University. Mainly specializes in business intelligence, machine learning, and statistics. Garnered skills in full-stack development, artificial intelligence, UI/UX design, and data analytics.