



+639452 155 435



guevarranirish.va@gmail.com



Daraga, Albay, Philippines

SKILLS

- File Management
- Data Entry
- Document Creation
- Email Handling
- Web Development
- Design Thinking
- Customer Support
- Database Management
- Fundamentals of Computer
- Problem-Solving
- HTML, PHP, CSS, JavaScript and SQL, Bootstrap, Tailwind
- Microsoft Office

EDUCATION

Bachelor of Science in Information Technology

Computer Arts and Technological College, Inc.

Computer Programming NC IV

Computer System Institute

VAN IRISH B. GUEVARRA

VIRTUAL ASSISTANT

Committed to leveraging skills for business success. Passionate about continuous learning and improving work effectiveness. Ready to contribute to team goals and support growth.

TOOLS

- Google Drive
- Google Docs
- Google Sheet
- Microsoft Word
- Microsoft Excel
- Loom
- Dropbox
- Canva
- hunter.io
- Buffer
- Toggl
- Chatgpt
- Otter.ai
- Slack
- Gmail
- Outlook
- Trello
- LinkedIn

EXPERIENCE



VIRTUAL ASSISTANT

Freelancer | April 2024 - present



WEB DEVELOPER

Computer Arts and Technological College, Inc.
2022 - 2024

- Manage Database
- Creating Websites
- Assistant System Administrator
- Assistant Network Administrator



PART-TIME INSTRUCTOR

Computer Arts and Technological College, Inc.
2022 - 2024

- Web Development (HTML, CSS, PHP, JavaScript, AJAX, MySql)
- Basics of PHP, C#, Java, C++ programming language
- Introduction to computer/Basics of computer



INTERN - WEB DEVELOPER

Pixel8 Web Solutions and Consultancy,
2021

- Design website user interface
- Building the Functionalities of the Website