

Aaron Justin J. Macias

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WORK EXPERIENCE

Berks Construction Group

Feb. 2021 - Present

Virtual Assistant

Davao City

- Berks Construction Group is a general contracting service company that handles various construction projects
- As a Virtual Assistant, my primary role is to do administrative tasks that the company needs.
 - File management and submitting of construction bids from other companies in websites (e.g. Procore)
 - Consistently coordinate with other team members daily to achieve administrative tasks.
 - Various administrative tasks that's assigned by head manager (invoice management,)
- Core responsibility #3. Adjusting and learning new methods and technologies to achieve work demands.
- Core responsibility #4. Daily night-shift attendance while studying
- Main technologies used in the job were Microsoft Excel and Web Browsing

EDUCATION

Ateneo de Davao University (2021-2025)

Projected Graduation 2025

Currently Studying in BS Computer Science

- Consistent President's Lister (S.Y 2021-2022, 2022-2023) / Dean's Lister (S.Y 2023-2024)
- Active Ateneo Debate Varsity Junior Member
- Former Academics Head ACCESS

Ateneo de Davao University Senior High School (2018-2020)

Graduated March 2020

STEM

- Graduated with Honors

SKILLS

- **Languages Learned – Python, JavaScript, Java**
 - Front-end: ReactJS, HTML, CSS, Tailwind
 - Back-end: NodeJS, Django
 - Database technology: MySQL, MongoDB
- **Other Skills**
 - Competitive Debating, Public Speaking, Collaborating
 - Video Editing
 - Collaboration and Leadership

PROJECTS

- **She-Gels Pummelo CRUD System (*plug in your own*):** Final project for the Software Engineering course using React JS, Node JS, and MySQL. I was the leading full stack developer of the team.

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OTHER INVOLVEMENT

- **Ateneo Debate Varsity** – Junior Member
 - Active participation in national and regional tournaments
- **ACCESS**
 - Academics Head