

J E R I C

M O R E N O

V I R T U A L A S S I S T A N T

W E B D E V E L O P E R



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Email

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Portfolio

<https://cirejm07.github.io/my-portfolio/>

Instagram

<https://www.instagram.com/cirej.7/>

LinkedIn

<https://www.linkedin.com/in/jericmoreno/>

PERSONAL PROFILE

I do a little bit of Web Development. Also trained as a Virtual Assistant with General Administration. I am looking for a full-time/part-time position where I can apply, utilize and enhance my skill set and knowledge. I am very open to learning new things.

Academic Background

General Virtual Assistant Training

Orange Hub
November 2021

Web Development

Zuitt Coding Bootcamp
October 2021

Bachelor of Science in Information Technology

STI-West Negros University
September 2021

WORK EXPERIENCE

IT Hardware

Oct 2020 - Apr 2021
INNOVA8 - City Coworking Space, Bacolod City

LiDAR Annotation

Mar 2020 - Apr 2021
Remotasks, Remote

Influenster | Social Media Officer

Mar 2018 - Jul 2018
Focus Inc. Group Bacolod, Bacolod City

SKILLS

- Virtual Assistant
- Email Management
- Data Entry
- Project Management
- Web Development
- Web Research

TOOLS

- Microsoft Office
- Google Suite
- Trello
- Asana
- Clickup
- Canva
- Adobe Photoshop
- Slack
- Dropbox
- Hootsuite