

# Evanica Rose R. Juarbal

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## Education

<b>De la Salle John Bosco College</b> Grade School – High School High Honors	2010-2020
<b>De la Salle John Bosco College</b> Senior High School – STEM High Honor Best in Research	2020-2022
<b>Ateneo de Davao University</b> Bachelor of Science in Computer Science	2022-Present

## Experience

<b>Mobius</b> <b>Virtual Assistant</b> <ul style="list-style-type: none"><li>Managed communications with 20+ clients, ensuring smooth coordination and high-quality service.</li><li>Maintained consistent and professional interactions, fostering strong client relationships.</li><li>Ensured timely and high-quality deliverables, adhering to brand guidelines and client expectations.</li><li>Organized and prioritized tasks effectively to meet deadlines and maintain efficiency.</li></ul>	Davao City, Davao del Sur Feb 2025 – March 2025
<b>Beaded Beauties</b> <b>Business Owner</b> <ul style="list-style-type: none"><li>Utilized digital marketing tools and technologies to expand online presence and reach a broader audience through Facebook and other social media platforms.</li><li>Analyzed platform algorithms and optimized hashtag strategies to maximize visibility, engagement, and conversion rates.</li><li>Designed and developed custom promotional content using digital design tools, enhancing brand identity and customer interaction.</li><li>Applied data analytics to assess sales trends and customer behavior, driving data-informed decision-making and business growth.</li><li>Streamlined inventory tracking using spreadsheets and automation tools to ensure accurate stock management and reduce waste.</li><li>Monitored and adapted to market trends using web-based research tools to remain competitive and responsive to evolving customer demands.</li></ul>	Bislig City, Surigao del Sur May 2021 – April 2022

## Leadership & Activities

<b>SAMAHAN Systems Development</b> <b>Quality Assurance Specialist</b>	Davao City, Davao del Sur 2025
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- Conduct manual and automated testing to identify bugs, performance issues, and security vulnerabilities.
- Develop and execute test cases, test scripts, and test plans to ensure software functionality aligns with requirements.
- Identify, document, and track defects using bug-tracking tools.
- Perform regression testing to verify that previously fixed issues do not reappear.
- Collaborate with developers, designers, and product managers to improve software quality. Ensure compliance with industry standards, security protocols, and best practices.
- Analyze software performance and usability to enhance the overall user experience.
- Provide detailed reports and recommendations based on test results.

#### **Computer Studies**

Davao City, Davao del Sur

#### **Communications Member**

2023-2024

- Responded promptly to comments and messages, maintaining a positive and responsive presence on the platform.
- Stayed updated on social media trends and best practices to continually improve the effectiveness of posts and interactions.
- Crafted compelling and on-brand captions for Facebook posts to effectively engage the target audience and drive interactions.

#### **BAHAGHARI**

Davao City, Davao del Sur

#### **Communications Member**

2023-2024

- Responded promptly to comments and messages, maintaining a positive and responsive presence on the platform.
- Stayed updated on social media trends and best practices to continually improve the effectiveness of posts and interactions.
- Crafted compelling and on-brand captions for Facebook posts to effectively engage the target audience and drive interactions.

#### **Ateneo Scholars Enrollment Volunteer (ASEV)**

Davao City, Davao del Sur

#### **Enrollment Volunteer**

Summer 2022

- Assisted students throughout the enrollment process, providing guidance and support to ensure a smooth and stress-free experience.
- Facilitated clear and effective communication between students and administrative staff, ensuring that all inquiries and concerns were promptly addressed.
- Engaged with students to keep them informed and involved, fostering a welcoming and supportive environment.
- Supported the processing and organization of enrollment paperwork, ensuring that all documents were completed accurately and submitted on time.
- Maintained precise and efficient record-keeping, ensuring that student records were up-to-date and easily accessible for future reference.
- Coordinated with various departments to resolve any issues that arose during the enrollment process, ensuring a seamless experience for all students.
- Provided follow-up support to ensure that students successfully transitioned into their courses and had access to necessary resources.

#### **Skills & Interests Technical:**

- Computer Literacy: Strong proficiency in operating systems, software applications, and troubleshooting.
- Programming Languages: Proficient in HTML, CSS, Java, JavaScript, PHP, and MySQL.
- Version Control: Familiar with Git, GitHub, and GitLab for code management and collaboration.
- Database Management & Optimization: Experience in SQL query writing, database normalization, and performance tuning.
- Testing & Debugging: Strong skills in software testing, debugging, and troubleshooting code to ensure efficiency and reliability.
- Responsive Design & UI/UX Principles: Experience in creating mobile-friendly and accessible web applications.

**Language:**

- English
- Filipino

**Other Skills:**

- Strong analytical and problem-solving abilities.
- Effective project management and time management skills.
- Excellent written and verbal communication skills.
- Ability to work both independently and as part of a team.
- High attention to detail and accuracy in all tasks.

**Interests:**

- Passion for learning new technologies and staying updated with industry trends.
- Interest in digital marketing and content creation.
- Enthusiast for continuous personal and professional development.
- Enjoyment in collaborative projects and team-oriented environments.