Gian Carlo Nava

Front end developer

0938-045-2077   navagiancarlo32@gmail.com

github.com/giiancarlonv   linkedin.com/in/giancarlo-nava

giiancarlonv.github.io/portfolio/

WORK EXPERIENCE

Procter & Gamble (Computer Professionals Inc.) - Admin Assistant
November 2021 - July 2023

- Receiving purchased order documents from supplier, photos of execution and billing summary
- Checking of documents, measure mapping of GPS that is attached in photos of execution to validate if delivered items are revceived by store owner.
- If issues occur will email suppliers to send a new document and will do the checking again, once documents are good will email email budget owners to proceed with payment
- Provide accurate records of purchased orders, on time payment with suppliers without issues.

ResultsCX. - Customer Service Representative Telco
October 2019 - July 2021

- Answering calls from customers with phone or balance problems with their subscription.
- Assisting cutomers step by step on what to do when inefficient balance occurs.
- Navigate the system to assist what customer needs about their situation, provide additional information to reduce phone issues.

TECHNICAL SKILLS

Web Development: Javascript/React, CSS/Sass, HTML

Developer Tools: Git/Github

Graphics: Adobe Photoshop, Clip Studio Paint

Office: Microsoft Excel

EDUCATION

Bulacan State University - Bachelor Of Science In Information Technology
Kaypian Rd, San Jose del Monte City, Bulacan
June 2015 - July 2019