

JINO P. DOCENA

Aspiring General Virtual Assistant
Web Developer
Graphic & Media Editor



Location: Taft, Eastern Samar, 6816

Phone Number: 906-597-1842

Email Address: jinodocena11@gmail.com

Overview: I am a skilled aspiring virtual assistant/web developer/graphic & media editor who's looking forward to supporting business owners with their virtual needs so they could focus more on their business needs and personal lives. My goal is to lessen client's workloads and take part in operating the business in any aspects they need help with and to contribute to the company's success story.

Educational Background

Master of Arts in Teaching Vocational Education – Major in Information and Communication Technology
Eastern Samar State University | 2024 – Present (30 units earned)

Bachelor of Science in Computer Science
Eastern Samar State University | 2002 – 2010

Work Experience

Administrative Aide
Philippine National Police
2014 – 2023

Administrative Aide (Municipal Budget Office)
Local Government Unit - Taft
2010 – 2013

Clerical Aide (Registrar's Office)
Technical Education Skills and Development Authority
2007 – 2009

Certifications & Trainings (via Coursera, 2024)

- Google Cybersecurity
 - Google Advanced Data Analytics
 - Create a Mockup in Figma
 - How to Design Facebook Using Canva
 - Video Editing Basics
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Technical & Digital Skills

- Office Tools: Microsoft Office, Google Workspace
- Design Tools: Canva, Figma
- Video Editing: CapCut, Filmora
- Web Development: Basic HTML/CSS, ReactJS
- Programming: Python (Beginner level)
- Data Skills: Excel (Spreadsheets), Data Entry