

Jasper M. Favillaran

TECH-SAVVY & VIRTUAL ASSISTANT

Gen. Mariano Alvarez, Cavite | +63 (927) 614-8453 | pengfavillaran@gmail.com

ACADEMIC BACKGROUND

Eulogio “Amang” Rodriguez Institute of Science
and Technology

Gen. Mariano Alvarez, Cavite
2021 – Present

Bachelor of Science in Information Technology

Major in Programming

CAREER HISTORY

Lab Design & Printing Shop
Personnel

Municipal of Silang, Cavite
January 2022 – November 2022

Responsible for capturing and editing client photos for various ID sizes, enhancing images with formal attire, printing documents, designing and producing personalized Sintra boards and ID laces for companies and schools, creating layouts for tarpaulins, calling cards, and event invitations, and assisting clients with government insurance processes.

Virtual Assistant
Data Entry & Research

San Francisco, California
May 2021 – August 2021

As a Virtual Assistant and skilled data encoder working through Upwork and LinkedIn, I specialize in accurately inputting and verifying data, maintaining databases, organizing files, conducting quality control checks, generating reports, and collaborating with my team via Google Sheets for real-time data collection, all while ensuring confidentiality and efficient time management using Upwork's time tracker.

TOOLS

- | | | |
|----------------------------------|----------------------|--------------------|
| • Adobe Photoshop & Premiere Pro | • Visual Studio Code | • FilmoraGO |
| • Google Apps | • Arduino IDE | • AutoCAD |
| • Visual Studio | • Canva | • XAMPP |
| | • Capcut | • Network Tool Kit |
| | | • Microsoft Office |