



JUNE CARL GENAVIA


Web Developer/Programmer

Profile

Detail-oriented with experience in administrative support, proposal editing, and presentation material creation. Skilled in organizing tasks, managing communications, and assisting with client needs. I help businesses stay productive by delivering high-quality support, ensuring deadlines are met, and maintaining professionalism in every task, big or small.

 09077436906

 junecarlgenavia@gmail.com

 <https://jcgenavia.netlify.app>

 Quezon City, Philippines

Skills

Web Development

Presentation

Public Speaking

Technical Research

Language

English

Filipino



Work Experience

2024

-

2025

JeonSoft Corporation

Technical Sales

- Developing materials that enhance product presentations within the company.
- Responsible for the preparation and revision of client proposals

2025

Hytec Power, Inc.

Course Developer

- Responsible for designing test questionnaires and providing operational support to the company..
- Engaged in the creation of assessment tools and delivering organizational support,



Education

Maligaya HighSchool

2014 - 2018

Access Computer

Colleges

Information and
Communication Technology

2018 - 2020

Quezon City University

Bachelor's of Science in
Information Technology

2021 - 2025