

Peter Ellias L. Jose

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QUALIFICATIONS

Bachelor of Science in Information Technology (BSIT) | November 2014 - March 2019
University of Cebu, Cebu Philippines

TECHNICAL SKILLS

Web Development Technologies and Tools
Knowledge of Microsoft Office apps
Software troubleshooting

PERSONAL SKILLS

Clear Communication	Adaptability	Reliability
Teamwork	Problem-Solving	Willingness to Learn
Attention to Detail	Time Management	Positive Attitude
Work Ethic		

WORK EXPERIENCE

Junior Web Developer - Voluntary Work (Remote) | Techrus.co.nz | December 2024 - May 2025

Assisted in the design, development, and maintenance of web applications using HTML, CSS, and React.
Worked with the team to create responsive, user-friendly features.
Helped test and fix bugs to improve overall performance.

Compliance Associate - Freelance (Remote) | Staffme Online LLC | October 2024 - December 2024

Reviewed user content to ensure it was accurate and appropriate.
Moderated flagged posts to enforce community guidelines and policies.

Technical Support | ResultsCX | July 2022 - August 2024

Helped customers solve issues with hardware, software, connectivity, and other tech concerns.
Walked users through troubleshooting steps clearly and patiently.
Worked with teammates to find and fix more complex problems.
Kept up with tech trends to better assist users.
Occasionally supported sales efforts and took on extra tasks as needed.

Chat Support - Freelance | MealMe | May 2021 - July 2021

Responded quickly to customer messages with a friendly, helpful attitude.
Noticed repeat issues and shared ideas to improve service.
Stayed positive and professional in every interaction.

Customer Service Representative | Concentrix | July 2019 - September 2020

Helped customers by phone, quickly understanding their needs and offering clear solutions.
Build trust through friendly, honest communication and follow-ups.
Handled complaints calmly and made sure issues were fully resolved.
Kept records organized and followed company guidelines.

Referees

Available upon request