

JHUNRHEY BOHOL



ABOUT ME

A IT Professional with a background in E-Commerce, Business Management, Website Page Builders, Virtual Assistant, and Photo and Video Editing.

AREAS OF EXPERTISE

- Administrative Tasks
- Office 365
- Google Workspace
- E-Commerce (Shopify, WooCommerce)
- Website Builder Tools (Wix, Squarespace)
- HTML, CSS
- WordPress, Cpanel
- Social Media Management
- Design Funnel Landing Pages

OTHER SKILLS

- The ability to analyze complex technical information
- Can analyze, design MS excel database or report
- Excellent problem solver
- Basic Knowledge in SEO
- Adobe Photoshop (Photo Edit)
- Adobe Premiere (Video Edit)
- Research (Market, Keywords, Competition)
- Can work with minimal to no supervision (after learning the business process)

WORK EXPERIENCE

IT ADMINISTRATOR / PROD. TRAINOR, TECHNICIAN

RJR Technologies Philippines Inc. | August 2020 - Present

- Installed Network IoT Devices, CCTV System and PABX Intercom
- Daily troubleshoot in hardware and software issues
- Used Office 365 and Google Workspace
- Directly communicating with I.T. in Company HQ in Hayward, USA for any Intervention needed on their end.
- Designed and Maintaining an excel file for Production Output, Logistics and Inventory.
- Created Work Instruction documents for Production Process
- Assists on Company's Sealing Machine Builds
- Creates Reports on Machine build and Client Service.

FREELANCING

Peopleperhour.com | January 2018 – December 2019

- Created/Designed high converting Landing Pages for Clients
- Website Builder Tools (Wix, Squarespace, Thrive Themes)
- WordPress Support with HTML & CSS Editing
- Built website using WordPress from buying a domain to designing and publishing for clients.
- My best experience in freelancing is working in **drivendentalmarketing.com** for 6 months, were Charles initially gave me tasks to transfer his clients websites from other platform (Unbounce) to Thrive Themes then from there got various Administrative Tasks from his businesses

FIELD BUSINESS MANAGER

Bohol Banana Dealer – Family Owned Business | January 2014 – January 2017

- After my first job, My parents ask me to took over as no one can handle it.
- This business is divided in 2 sectors, 1 is from the origin of the product in Davao and the other one is where the products are shipped and distributed to in Manila. I handle Manila Operations while the Davao were handled by my parents.
- Front-End facing the buyers and every shipment I handle the Logistics, Sales, Labor and Documentation.
- Finding and contacting buyers from town to town is my daily job if no shipment.
- (Unfortunately this business is gone because of continuous bad weather that made our product "Banana" over ripe.)

WEBMASTER

Prime Outsourcing Inc | May 2013 – November 2013

- A multi-tasked web virtual assistant
- Data Research in SEO, collecting alexa & page ranks, keywords, and competition
- WordPress Administrator with HTML and CSS Editing
- Social Media Management, scheduled posting and replying to customers concerns or questions.

EDUCATION HISTORY

STI COLLEGE BACOR

Bachelor of Information Technology, March 2013

- Best in Thesis for Vb.net " Library System with RFID Technology "
- Programming Club Member
- While studying just for extra income, I created a couple of blogs with adsense and some affiliate niche websites with amazon affiliate.



SQUARESPACE