Jahzeel Kiel Peras

To bring my strong sense of dedication, motivation, and responsibility for the position. And I also possesses and effective, positive, creative and flexible with the willingness to work beyond. In addition to enhanced more my skills and performance

jhzlklprs@gmail.com
(+63) 9150168056
Lucena City, Quezon
Philippines

Work Experience

Virtual Assistant · Private Contractor
May 2023 - November 2024 - (1 year and 6 months)

- Data entry and organization
- Managing and organizing files and folders
- Engaging with followers and responding to comments or messages
- Edit and produce high-quality, attention-grabbing short-form videos (Reels, TikTok, ,Instagram Story, Shorts) that align with brand messaging and drive audience engagement
- Transform raw footage into concise, compelling stories that resonate with target audiences while maintaining brand consistency
- Managed and updated product listings, including descriptions, pricing, images, and specifications, ensuring all data was current and correctly formatted on e-commerce websites

Junior Web Developer · Guavatek
January 2022 - May 2023 (1 year and 4 months)

- Developed and maintained code for client websites primarily using HTML, CSS, Javascript and AngularJS
- Write modern, performant and robust code for a diverse array of client and internal projects
- Converting free website templates to merchant sites and integrate it using Angularjs
- Tested sites in various browsers and devices to ensure cross-browser compatibility and mobile responsiveness.
- Performing Domain and SSL purchase and setup using Namecheap, Bluehost and cPanel
- Monthly monitoring of Domains and SSL expirations
- Communicate and collaborate with multi-disciplinary teams and clients on a daily basis

Data Entry (Construction)· Rodriguez Property Ventures & Dev't Corp.
November 2020 - January 2022 (1 year and 2 months)

- Entered and maintained project details, timelines, budgets, and milestones in excel to track progress and ensure accurate reporting
- Updated and managed inventory records, including materials, equipment, and supplies, ensuring accurate data for procurement and resource planning
- Entered and maintained vendor and subcontractor contact information, contract terms, payment schedules, and performance data into centralized databases
- Entered daily construction site activity reports, including labor hours, equipment usage, and materials delivered, ensuring data accuracy for project tracking
- Managed and entered data for worker timecards, payroll, and job assignments, ensuring correct billing and payment processing for hourly and project-based workers
- Updated equipment usage logs, maintenance records, and asset inventory to ensure construction equipment was properly tracked and maintained

Data Entry Specialist · Global Headstart Specialist Inc.
July 2019 - July 2020 (1 year)

- Posting a total of 400 job ads on various websites like, Indeed, Bestjobs, Jobstreet, Jora, Jobs4Jobs etc
- Insert customer and applicant data by inputting text based and numerical information from source documents within time limits
- Entered high volumes of job applications or applicant data into company databases with high accuracy and attention to detail, ensuring all records were up-to-date and properly categorized
- Distributing job applications to the schedulers and interviewers
- Creating job ad banner using Mailchimp and posts it on Facebook

Library Intern · Southern Luzon State University
October 2018 - May 2019 (7 months)

- Assist in library daily operations like issuing and returning of books, inventory of books, manage library databases
- Managing and maintaining accurate records of data entry activities and any changes made to databases
- Ensuring that library services meet the needs of particular groups of users (e.g. staff, undergraduate students, disabled students, etc.)
- Assisting readers to use computer equipment, conduct literature searches etc
- Verifying the accuracy and completeness of data entered, identifying and correcting any errors or discrepancies

Skills

Software

- Microsoft Office
  - Word
  - Excel
  - Powerpoint
- Google
  - Docs
  - Sheets
  - GDrive

Content Creation Tools

- Canva
- CapCut

Web Development Tools

- HTML
- CSS
- Javascript
  - AngularJS
- Visual Studio Code
- LastPass
- Namecheap
- cPanel

Certification & Seminars Attended

- National Certificate III in 3D Animation - Certified 2018
- Android Programming Seminar - June 2018
- National Certificate II in Computer System Servicing - Certified 2017
- Adobe Photopshop Seminar - February 2016

Education

Southern Luzon State University

Bachelor in Industrial Technology, major in Computer Technology

Personal Skills

- Attention to Detail
- Organizational Skills
- Time Management
- Confidentiality
- Adaptability
- Creativity
- Collaborative and able to work in teams
- Motivated and always willing to learn new things
- Independent and self-sufficient in handling task

Character References

(Will be provided upon request)