





JIVIN E. JAVA

IT • FRONT-END WEB DEVELOPER • GRAPHIC DESIGNER

CONTACT

 0966 758 4367
 jivjava2203@gmail.com
 <https://jib-portfolio.vercel.app/>
 Davao City, Philippines

SKILLS

Customer Service: Customer Assistance.
Communication: Written & Verbal.
Problem-Solving: Solution-Oriented.
Design: Visual Aesthetics.
Tech-Savvy: Digital Proficiency.
Data Entry: Data Management.
Multitasking: Efficient Juggler.

EDUCATION

Bachelor of Science in Information Tech.

**University of Southeastern
Philippines**

2022 - Present

College - Majoring in Business
Technology Management

ICT- Computer Programming

AMA College Davao

2020 - 2022

Senior High-school

PROFILE

A determined individual with a drive for ongoing development and career advancement. Experienced in working effectively in teams, problem-solving, and adaptability. Has a strong work ethic and dedication to achieving the highest standards.

WORK EXPERIENCE

Email & Chat Support - Angi/Home Advisor

Concentrix - Abreeza Ayala Davao City

May 2023 - Aug 2023

- Proficient in handling customer inquiries through multiple channels, including chat and email.
- Skilled in delivering exceptional customer service while meeting company standards and KPIs.
- Possess knowledge of relevant policies, procedures, and guidelines for the Angi/Home Advisor account, related to customer support, billing, scheduling, and service offerings.

WORK EXPERIENCE

Freelance Graphic Designer / Data Entry

Davao City

2022

- Proficient in creating and editing visual content using tools such as Canva, Figma, and Adobe products.
- Skilled in designing user interfaces and user experiences (UI/UX) that are visually appealing, functional, and meet user needs.
- Possess experience in data entry, including formatting, organizing, and inputting data into databases or spreadsheets.