



# JOY BERNAL

## VIRTUAL ASSISTANT

### PERSONAL DETAILS

Email Address: [joyservices28@gmail.com](mailto:joyservices28@gmail.com)

Phone Number: +63 977 6980 919

Portfolio: <https://joyinalgorithms.github.io/joyinalgorithmva/>  
[joyinalgorithms.onrender.com](https://joyinalgorithms.onrender.com)

Wordpress: joyservices28-cehoq.wordpress.com

Github: joyinalgorithms

### CORE SKILLS

#### Administrative

Data entry | Document management | Calendar scheduling | Email handling | Organization | Time management | Research

#### Community & Productivity

Google Workspace | Slack | Telegram | Skype | WhatsApp | Microsoft Office

#### Design and Content

Canva | Grammarly | ChatGPT | Content creation | Proofreading | Editing

#### Websites & E-Commerce

WordPress | Shopify | Wix | Site management | Product uploads | Plugin integration

#### Marketing

Facebook Ads Manager | Google Analytics | Content strategy | Social media management

#### Technical

HTML | CSS | JavaScript | API integration | CMS management | Basic automation | CRM tools

### WORK EXPERIENCE

#### Brand Manager & Sales Assistant

Fashlada and Espoir London | 2021–2022

- Managed brand presentation, online listings, and customer communication
- Assisted in marketing coordination and product promotion campaigns

#### Sales Assistant

HouseofJwlry | 2020–2021

- Supported daily sales operations and social media product postings

#### Sales Assistant

Dripnjury | 2020–2021

- Assisted customers, managed online product inquiries, and maintained order records

### PROFESSIONAL SUMMARY

Tech-savvy Virtual Assistant with a background in computer science and web development. Skilled in website management, e-commerce, and digital marketing, I help entrepreneurs and small businesses streamline operations, build their online presence, and achieve growth through organized, creative, and efficient support.

### EDUCATION

#### Bachelor of Science in Computer Science

President Ramon Magsaysay State University  
• 2022 - Present

### TRAINING & CERTIFICATIONS

- Facebook Ads Training – Campaign creation, audience targeting, analytics
- Shopify Basics – Product management, store setup, order processing
- WordPress Management – Site creation, plugin integration, SEO basics
- Social Media Management – Content planning, engagement strategies
- Web Development Training – HTML, CSS, JavaScript (hands-on projects)
- CS50x: Introduction to Computer Science (Harvard University, 2024)
- Google Cybersecurity Professional Certificate (Google, 2024)
- Kaggle: Machine Learning Fundamentals (Kaggle, 2024)