



JOY BERNAL

VIRTUAL ASSISTANT

PERSONAL DETAILS

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Portfolio: <https://joyinalgorithms.github.io/joyinalgorithmva/joyinalgorithms.onrender.com>

Wordpress: joyservices28-cehoq.wordpress.com

Github: [joyinalgorithms](https://github.com/joyinalgorithms)

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)

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