

# Joseph Daniel M. Quinitio

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<https://jquinitio.github.io/Portfolio/>

## Skills Summary

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### Programming and Web Development

- Designed and created a static mobile friendly portfolio website hosted in Github, with Front-End tools such as HTML5, CSS3, Bootstrap
- Developed a Back-End E-Commerce API with JavaScript via Node, Express.js and Postman
- Completed a Full-Stack E-Commerce Website utilizing MongoDB, Express.js, React.js, Node.js

### Time Management

- Involved in different automation projects on current processes for time saves, on top of daily BAU

### Client Communication

- Daily Correspondence using email or online portals
- Conducted process walkthroughs to external partners and risk reviewers
- Creating and Presenting a Weekly Report for management

## Work Experience

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Payroll & Personal Assistant	rlg88, Remote (WFH)	2021–2023
<ul style="list-style-type: none"><li>• Handled the payroll processing for the company.</li><li>• Tends to Ad hoc tasks for the client.</li></ul>		
Payroll & Personal Assistant	Advisable, Remote (WFH)	2016–2020
<ul style="list-style-type: none"><li>• Handled the whole employee attendance keeping and payroll processing.</li><li>• Processes data and uses it for management reports.</li><li>• Tends to Ad hoc tasks for the client.</li></ul>		
Billing Analyst	Arvato, Eastwood Libis, Philippines	2014–2015
<ul style="list-style-type: none"><li>• Automation of Email for Invoices of clients.</li><li>• Tends to customers and clients' requests for invoicing and account concerns.</li><li>• Compiles data for the weekly Billing Consult Analysis.</li></ul>		
Senior Team Member	JPMC, Taguig City, Philippines	2010–2014
<ul style="list-style-type: none"><li>• Team POC for New Hire Training.</li><li>• Migrated two processes from the donor site to the local hub.</li><li>• Handled weekly and monthly reports for the team.</li></ul>		

## Education

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Zuitt Web Developer Program

Main Course Graduate

December 2023 – Feb 2024

BS in Economics

University of Santo Tomas, España, Manila

2010

## Projects

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Portfolio Website

- A portfolio website hosted in Github showcasing the application of HTML, CSS and Bootstrap  
[Link here](#)

E-Commerce Website

- An E-Commerce website currently hosted in AWS that utilized the MERN Stack. (MongoDB, Express.js, React.js, Node.js)  
[Link here](#)

## Additional Skills

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- Advanced Microsoft Excel
- Intermediate Level with Oracle
- Basic Video Editing
- Basic Photo Editing