Joseph Daniel M. Quinitio

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

Skills Summary

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 and error reduction, 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

Payroll & Personal Assistant   rlg88, Remote (WFH)   2021–2023
- Handled the payroll processing for the company.
- Tends to Ad hoc tasks for the client.

Payroll & Personal Assistant   Advisible, Remote (WFH)   2016–2020
- Handled the whole employee attendance keeping and payroll processing.
- Processes data and uses it for management reports.
- Tends to Ad hoc tasks for the client.

Billing Analyst   Arvato, Eastwood Libis, Philippines   2014–2015
- Automation of Email for Invoices of clients.
- Tends to customers and clients' requests for invoicing and account concerns.
- Compiles data for the weekly Billing Consult Analysis.

Senior Team Member   JPMC, Taguig City, Philippines   2010–2014
- Team POC for New Hire Training.
- Migrated two processes from the donor site to the local hub.
- Handled weekly and monthly reports for the team.

Education

Zuitt Web Developer Program
PHP Short Course Completer (Python, Django)
June 2024

Zuitt Web Developer Program
PHP Short Course Completer (PHP, Laravel)
Apr 2024 – May 2024

Zuitt Web Developer Program
Java Short Course Completer (MySQL, Java, Spring Boot)
Feb 2024 – Mar 2024

Zuitt Web Developer Program
Main Course Graduate
Dec 2023 – Feb 2024

BS in Economics
University of Santo Tomas, España, Manila
2010

Projects

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

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