

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 GitLab
- Developed an E-Commerce API using Node and Express.js
- Completed a Full-Stack Application using the MERN Stack

Work Experience

Payroll & Personal Assistant rlg88, Remote (WFH) 2021–2024

- 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 (MERN Stack)

Main Course Package [Completer / Attended]

December 4 2023 – Feb 2024

Zuitt Web Developer Program

Java Short Course Package [Completer / Attended]

TBD

BS in Economics

University of Santo Tomas, España, Manila

2010