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 (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