

# JEREMIAH R. REYES

City of San Jose Del Monte, Bulacan | 09489715221 | jeremiahreyes.r01@gmail.com



## OBJECTIVE

Detail-oriented and tech-savvy Virtual Assistant with a background in Web and Mobile Development. Skilled in administrative support, product listing, research, and data management. Adept at using modern tools to streamline tasks, manage online operations, and provide excellent client service. Eager to contribute to a dynamic team while continuously learning and growing in the VA industry.

## INTERNSHIP

**Baras The Business Incubator 486 hrs.**

### IT Support

React.js, Node.js, Firebase, MySQL, GitHub, Google Workspace, Notion

- During my internship at **Baras Technology Business Incubator**, I worked as an **Internet Research and IT Support Assistant** where I conducted online research and data gathering to support system improvements and documentation. I provided both technical and administrative support in maintaining web-based platforms using React, Firebase, and Node.js. I assisted in testing, troubleshooting, and deploying new system features to ensure smooth daily operations and effective communication within the team. I also designed a real-time messaging and announcement tool to help improve collaboration, and managed system data using MySQL to maintain accurate and reliable records.

## PROJECTS

### Product Listing and Optimization Tracker

Google Sheets, Google Docs, Notion, ChatGPT, Trello

- Conducted online research to gather and organize data on tools, competitors, and industry trends. Built structured reports and tracking databases using Google Sheets and Notion, ensuring accurate, well-documented results for client decision-making.

### Email and Task Management System

Gmail, Google Calendar, Trello, Notion, Slack

- Created a task and communication system that organizes daily VA duties, schedules, and client interactions. Integrated follow-up reminders and task status tracking to improve workflow efficiency and accountability.

### Order and Inventory Monitoring Template

Google Sheets, Excel, Canva

- Designed an automated order tracking sheet for small business owners. The system records customer orders, inventory levels, and total revenue, complete with color-coded alerts and sales performance summaries.

### Administrative Support & Documentation Tracker

Google Workspace, Microsoft Office, Notion

- Built a documentation system for recording meeting notes, tracking deliverables, and managing team resources. Enhanced collaboration through organized templates and structured reporting.

## EDUCATION

Bachelor of Science in Information Technology (Web and Mobile Development) 2024

Bulacan State University | City of San Jose Del Monte, Bulacan

**Dean's Lister, 1.9 GWA**

## TECHNICAL SKILLS

Administrative & Productivity Tools:

Google Workspace (Docs, Sheets, Slides, Drive, Calendar), Microsoft Office (Word, Excel, PowerPoint, Outlook), Notion, Trello, ClickUp, Asana, Slack, Zoom, Skype, Discord

E-Commerce & Listing Tools:

Shopify, eBay Seller Hub, Amazon Seller Central, Etsy, Facebook Marketplace, Meta Business Suite, Canva (Product Image Design), Google Trends, ChatGPT, Grammarly

Research & Data Management:

Google Search (Advanced Operators), Google Sheets / Excel (Data Entry, Formulas, Dashboards), Google Data Studio, Google Apps Script (Automation & PDF Export), Notion Database

Technical & Web Tools:

HTML, CSS, JavaScript, PHP, MySQL, Firebase, WordPress, Wix, Webflow, GitHub, VS Code, Postman

Design & Content Creation:

Canva (Graphic Design & Social Media Templates), Figma (Basic UI Design), CapCut, Adobe Express (Short-Form Video Editing)

Other Skills:

Email and Calendar Management, File Organization, Report Creation, Data Entry, Troubleshooting, and Online Research

Core Competencies:

Attention to Detail, Time Management, Communication, Problem Solving, Team Collaboration, Adaptability, Tech-Savvy, and Innovation.

## ACHIEVEMENTS

- Graduated as Dean's Lister (GWA: 1.9)
- Led and collaborated with teams during internship, freelancing, and academic projects.
- Recognized for strong problem-solving, initiative, and collaborative leadership.