

## **GIOVANNI P. MONTEROLA**

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### **PROFESSIONAL SUMMARY:**

Experienced Virtual Assistant for 6 years. Most of the jobs as Virtual Assistant have been in Web Development, particularly web-based applications and systems. Familiar with using PHP, MySQL, JavaScript, HTML and CSS tools. Also, had been in Real Estate and different Internet Marketers and Employers Experienced also in EBAY, SHOPIFY and AMAZON platforms. A self-motivated individual that can work independently and also a good team player.

### **EDUCATIONAL BACKGROUND:**

2011-2015 BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY  
STI College Davao

### **WORK EXPERIENCE:**

- |                   |                           |                              |
|-------------------|---------------------------|------------------------------|
| ● Knack Developer | Business Marketing Engine | August 2020 - August 2021    |
| ● Web Developer   | Perfect Body Shaper       | February 2019 - August 2020  |
| ● ICT Support     | Noble Manhattan           | September 2016 - August 2020 |

### **SKILLS:**

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|---|-------------------------------------|
| ● Knowledge of MS Office / MS Excel                 | ● Lead Generation                   |
| ● Knowledge of Google Docs / Google Sheet           | ● Admin and Personal Assistant      |
| ● Computer Troubleshooting                          | ● Knowledge on Infusionsoft         |
| ● Knowledge of WordPress and Shopify                | ● Knowledge on Onlywire             |
| ● Experienced on Aweber, Get Response and MailChimp | ● Knowledge on Photoshop            |
|   | ● Amazon and Ebay Manager           |
|   | ● Knowledge in ManyChat             |
|   | ● Email, Social and Video Marketing |

### **QUALIFICATIONS:**

- |  |                    |
|--|--------------------|
| ● Dedicated and hardworking individual | ● Willing to learn |
| ● Willing to render overtime           | ● God-Fearing      |