



LOU PINTON

<https://loupinton.github.io/>

EDUCATION

Tertiary
DAVAO DEL NORTE STATE COLLEGE
BS in Information Technology
2012-2016

Secondary
A.O. FLOIRENDO NATIONAL HIGH SCHOOL
2008-2012

VA SKILLS

- Web Developer
- Website Development and Maintenance
- General Virtual Assistant
- Bookkeeping
- Social Media Management
- Business Management
- Video Editing
- Intermediate Graphic Designing
- System Administrator
- Marketing Tech VA
- Email Marketing
- School Admission
- System Analyst
- Programmer
- Quality Analyst
- Advance Excel formula
- Figma

WORK EXPERIENCE

WEB DEVELOPER

Davao del Norte State College
April 27, 2016 – June 27, 2016

- By the time I graduated from college, the school hired me as their Web Developer to create a website that would promote the Giant Clams Sanctuary.
- The website will access inquiries about the tourist spot.

ACCOUNT ASSOCIATE

VXI Global Holdings, SM Annex
October 20, 2016 - August 20, 2017

- Taking Calls

SUBJECT MATTER EXPERT (SME)

VXI Global Holdings, SM Annex
August 20, 2017 - September 20, 2018

- Manage and provide support to Account Associates.

CUSTOMER SERVICE TEAM LEADER

VXI Global Holdings, SM Annex
September 21, 2018 - October 30, 2020

- Manage and Lead a team.

FREELANCE WEB DEVELOPER

June 2016 - October 2020

- Develop websites using WordPress and CodeIgniter.
- Create a web-based MIS (Management information system)

VIRTUAL ASSISTANT (OD)

December 2020 - August 2021

- Worked as a client's virtual assistant where we built websites for the client's business.
- Integrate payment gateways, CRMs, and Email Marketing.
- Create a Hotel Booking Website that can sync the AirBnB, Expedia Calendar, Lodgify, and other booking channels.
- Lead Generation and Advertising.
- Photo and Video editing for client's promotion and advertising.
- Maintained and Manage the client's business website.
- Build and design personal websites for other clients.
- Do works on Google Sheets, Google Docs, and Google Forms.

WEB DEVELOPER / VA

August 2021 - March 2022

- Develop CRM website, add Timesheet and Time In/Out, and add Mobile notification
- Add Integrate Google Maps API and Minimal Accounting on the website.