MICO TUBICE

CONTACT

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📍 Virac Catanduanes, Philippines

🌐 Portfolio

in LinkedIn

EDUCATION

2020 - 2024
BACHELOR OF SCIENCE IN INFORMATION SYSTEM
- Catanduanes State University

SKILLS

- **Computer Vision:** Advanced Concepts
- **Data Analysis:** Keepa, SellerAmp, Helium 10, Nepeto
- **E-commerce:** Product research, sales tracking
- **Design Tools:** Adobe Photoshop, Figma
- **Programming:** Java
- **Web Development:** ReactJS HTML, CSS, JavaScript and PHP
- **Version Control:** Git/Github/Cloudflare
- **UI/UX:** Advanced design principles

WORK EXPERIENCE

Amazon Virtual Assistant *- Freelance/Project-based*   *Nov 2024 - April 2024*
Utopian Express - Remote

- Designed Amazon A+ Content (EBC), storefront visuals, and high-converting product images with realistic mockups in Photoshop.
- Managed listing graphics for Amazon pages, ensuring professional branding and optimized visual appeal.
- Analyzed product data to identify profitable items and trends.
- Generated detailed sales and cashback reports to maximize ROI.
- Coordinated with potential wholesalers and maintained product tracking sheets in Google Sheets.

Freelance Virtual Assistant *- Full-time*   *April 2022- August 2024*
Ulan Fincale (Direct Client) - Remote

- Created an automated WordPress blog using the ChatGPT API, streamlining content generation and improving workflow efficiency.
- Enhanced website functionality by troubleshooting and updating client sites, ensuring responsive design across devices with HTML, CSS, JavaScript, and PHP.
- Managed hosting, domain configuration, and security using FileZilla, Namecheap, Cloudflare, and Spaceship.
- Designed and Created ad thumbnails and visuals in Canva and Photoshop, for click-through rates and campaign performance.
- Provided detailed performance reports on campaigns, website traffic, and lead generation.
- Organized client data in Google Sheets for CRM updates and lead tracking.

GIP IT Helpdesk Trainer and Support *- Contractual*   *Aug 2024 - Nov 2024*
Department of Information and Communications Technology

- Delivered MS Office, Photoshop, and Canva training sessions.
- Managed customer interactions and support.
- Assisted in computer setup, network connectivity, and troubleshooting hardware/software issues.

Product Label Designer *- Freelance/Project-based*   *April 2024- May 2024*
Exotic Candy (Direct Client) - Remote

- Designed and managed 30 custom candy flavor labels, maintaining brand consistency and quality for products like Enchilados Sour and Spicy.
- Collaborated with clients to incorporate feedback, delivering polished mockups ready for production.

CERTIFICATES

- Programming Java NC III **|** Joysis Tech Voc Inc.
- Computer Systems Servicing NC II **|** Christian Polytechnic Institute of Catanduanes, Inc.
- Photoshop and Canva Fundamentals **|** DICT – Region V