

MICO B TUBICE

Cavinitan Virac., Catanduanes | micotubice@gmail.com | 09706340680 | www.portfolio.com

SUMMARY

Leveraging my deep expertise in HTML, CSS, and Javascript. My extensive Photoshop experience allows me to seamlessly manage a wide range of design projects. Additionally, I bring expertise in data entry, ensuring accurate and efficient handling of information to maintain high data quality and organization.

PROFESSIONAL EXPERIENCE

Freelance Onlinejob.ph - Virtual Personal Assistant

April 2022 - Aug 2024

- Set up an automated blog on WordPress using the WP Automatic plugin, integrating APIs.
- Managed advertising campaign accounts on MGID and ADKP, including bulk management of ad lists and performance analysis.
- Created custom thumbnails and engaging ads to enhance ad strategies and improve campaign effectiveness.
- Integrated ChatGPT AI API for automated data entry in blogging, streamlining content creation.
- Edited and troubleshooted websites, resolving HTML, CSS, and JavaScript bugs, which enhanced site functionality and user experience.

Freelance Onlinejob.ph - Designed Product Labels

April 2024 - May 2024

- Designed candy product labels using Canva Pro and Photoshop.
- Managed projects with hourly rates and ensured timely delivery.
- Provided mock-ups, made revisions based on feedback, and finalized designs.

Internship, Department of Agriarian Reform

Feb 2024 - May 2024

- Designed and developed product labels for DAR's product
- Collaborated with customers to understand their needs, leading to successful redesigns of product labeling.
- Utilized strong communication skills to effectively address and meet client requirements.

SKILLS

Graphic Design	Front End Development	Data Entry
Video Editing	Wordpress	Personal Assistant

EDUCATION

Bachelor Of Science In Information System

Aug 2020 - June 2024

- Catanduanes State University
- Major in Information Systems Development.

ADDITIONAL INFORMATION

- **Languages:** English, Tagalog, Bicol.
- **Certifications:** Programming Java NC III , Computer Systems Servicing NC II.

