MICO B. TUBICE

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PROFILE

Proactive and Committed professional with a passion for growth. I am motivated to take on new challenges and contribute to achieving goals. Committed to bringing positivity and a strong work ethic to every project.

EDUCATION

Bachelor of Science in Information Systems   **Aug 2020 - Jun 2024**
Major in Systems Analysis and Design
Catanduanes State University, Virac, Catanduanes

Information and Communication Technology   **April 2014 - Jun 2020**
Calatagan High School, Virac, Catanduanes

Elementary Education   **April 2008 - Jun 2014**
Virac Pilot Elementary School, San Roque, Virac, Catanduanes

EXPERIENCE

Freelance - Ulan Fincale (Direct Client)   Remote
Virtual Personal Assistant   **April 2022- Aug 2024**

- Tracked leads and managed data with Google Sheets.
- Integrated ChatGPT AI API for automated data entry in blogging, streamlining content creation.
- Managed advertising campaign accounts on MGID and ADKP, including bulk management of ad lists and performance analysis.
- Set up an automated blog on WordPress using the WP Automatic plugin, integrating APIs.
- Created custom thumbnails and engaging ads to enhance ad strategies and improve campaign effectiveness.
- Edited and troubleshot websites, HTML, CSS, and JavaScript bugs, enhancing site functionality and user experience.
- Used Figma to create interactive web mockups, enabling clients to visualize design concepts.

On-the-Job Training at Department of Agrarian Reform   San Jose, Virac, Catanduanes
Intern IT Support   **Feb 2024 - May 2024**

- Troubleshot and resolved computer hardware and software issues, fixed and installed printers, and managed and set up internet connections.
- Provided helpdesk support and advised on new software.
- Designed and produced promotional materials for DAR, including banners, video content, T-shirts, and employee IDs.

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

- Managed and designed 30 candy flavor labels, including Enchilados Sour and Spicy.
- Provided mock-ups, made revisions based on feedback, and finalized designs.

SKILLS AND CERTIFICATIONS

Skills:
- Proficient in: Microsoft Office Suite, Email & Calendar Management, Time Management
- Advanced in: Microsoft Office Suite (Word, Excel, PowerPoint), Cloud Services (Google Drive, Dropbox), Project Management Tools (Asana, Trello), Adobe Photoshop, Canva Pro, UI/UX Design using Figma
- Organizational Skills: Task Prioritization, Data Entry & Reporting, Problem Solving, Adaptability
- Frontend Development: HTML5, CSS3, Bootstrap, JavaScript
- Version Control: Git/GitHub

Certifications:
- Photoshop Fundamentals │ DICT – Region V │ September 12, 2024
- Programming Java NC III │ Joysis Tech Voc Inc │ February 4, 2022
- Computer Systems Servicing NC II │ Christian Polytechnic Institute of Catanduanes, Inc.│ December 27, 2019
- SEO Principles: An Essential Guide │ Semrush │ October 2024 - 2025
- Visual Graphic Design │ TESDA: Technical Education and Skills Development Authority │ October 2024