MICO TUBICE

PROFILE

With a keen eye for detail and precision in data entry and management, I bring over years of experience in Adobe Photoshop to seamlessly blend creativity with meticulous organization. My ability to tackle challenges with efficiency and innovation ensures exceptional performance in both graphic design and data entry tasks.

CONTACT

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✉ micotubice@gmail.com

📍 Virac Catanduanes

🌐 https://mico322.github.io/micotubice/

EDUCATION

2020 - 2024
CATANDUANES STATE UNIVERSITY
- Bachelor Of Science In Information System

SKILLS

- Computer Vision: Proficient Knowledge
- Data Management: Data Entry, Analysis, and Visualization
- Tools: Adobe Photoshop, Data Management Systems
- Programming Languages: Java, Python, C++

WORK EXPERIENCE

Freelance - Onlinejob.ph   April 2022- August 2024
Virtual Personal Assistant

- 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 troubleshot websites, resolving HTML, CSS, and JavaScript bugs, which enhanced site functionality and user experience.

Freelance - Onlinejob.ph   April 2024- May 2024
Product Label Designer

- 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 at DAR   Feb 2024 - May 2024
Product Label Designer

- 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.

CERTIFICATES

- Programming Java NC III | Joysis Tech Voc Inc | 2021 - 2022
- Computer Systems Servicing NC II | 2019 - 2019