



MICO TUBICE

WORK EXPERIENCE

CONTACT

☎ 09706340680

✉ micotubice@gmail.com

📍 Virac Catanduanes,
Philippines

🌐 [Portfolio](#)

🌐 [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
- **Design Tools:** Adobe Photoshop, Figma
- **Programming:** Java
- **Web Development:** ReactJS, HTML, CSS, JavaScript and PHP
- **E-commerce:** Product research, sales tracking
- **Version Control:** Git/Github
- **UI/UX:** Advanced design principles

Freelance Virtual Assistant

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.

Amazon Virtual Assistant

Nov 2024- Jan 2025

Besufikad Teshome (Direct Client) - Remote

- Conducted product research to identify profitable items using SellerAmp, Keepa, Helium 10, and Nepeto.
- Created performance reports tracking product sales and trends.
- Monitored cashback savings strategies to optimize product acquisition and improve profitability.
- Managed and organized product data in Google Sheets for efficient tracking.

Intern IT Support

Feb 2024 - May 2024

Department of Agrarian Reform

- Provided helpdesk support by troubleshooting hardware, software, and network issues to maintain smooth office operations.
- Designed promotional materials (banners and T-shirts) for DAR events, showcasing graphic design skills.

Product Label Designer

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