

MONICA AVE

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PROFESSIONAL SUMMARY

Detail-oriented Virtual Assistant and Junior Web Developer with an IT background and hands-on experience in data management, administrative support, and basic web development. Skilled in productivity tools and entry-level web technologies, with a strong ability to follow structured workflows and support day-to-day business operations.

SKILLS

Virtual Assistant & Productivity

- Microsoft Outlook, Teams, Excel, Word
- Google Mail, Meet, Drive, Docs, Sheets
- File organization & data management
- Data entry and validation
- Task tracking and documentation

Web Development (Junior Level)

- HTML, CSS, Bootstrap
- Basic JavaScript
- Basic PHP & MySQL
- Simple CRUD web applications
- Portfolio and landing page development

Design & Visual Tools

- Canva
- Figma (basic wireframing)

Soft Skills

- Attention to Detail
 - Time Management
 - Adaptability
 - Written Communication
 - Ability to follow structured instructions
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EXPERIENCE

National Irrigation Administration - Urdaneta, Philippines

IT Intern | February 2025 - May 2025

- Co-developed a **basic internal web application** for automated financial record management, significantly reducing manual data entry workload.
 - Encoded, organized, validated, and maintained **500+ digital records**, ensuring accuracy and consistency.
 - Assisted employees with basic software and technical issues, providing timely troubleshooting support.
 - Collaborated with team members to document workflows and improve record-handling processes.
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EDUCATION

Pangasinan State University - Urdaneta, Philippines

Bachelor of Science in Information Technology | August 2025

ABE International Business College - Urdaneta, Philippines

Diploma in Information Communication Technology | September 2021