Christian Lumapay

Virtual Assistant | Website Developer

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CAREER OBJECTIVE:

To be valuable, reliable, and resourceful specifically dealing with marketing and administrative tasks that can help with the progress or development of one's entity or firm.

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EDUCATION:

St. John Paul II College of Davao   (June 2012 / November 2012)
BS in Electronics Engineering (BSECE)

University of Southeastern Philippines   (June 2014 / January 2015)
BS in Communication Development

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SKILLS:

Website Development Skills

Programming Languages
JavaScript (ES6), Python,
HTML, CSS

Tools & Platforms
WordPress, Shopify, Node.js, Netlify, Heroku, Git
/ Github, Firebase, MongoDB

Libraries and Frameworks
React, Express, Bootstrap

Design
Adobe XD, Adobe Photoshop, Canva

Virtual Assistant Skills

Administrative assistant,
Graphics & Audio editing,
Data Entry, Lead Generation,

Social Media Management,
Calendar Management,
Website Management

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EXPERIENCE:

Six Eleven Global Services (Virtual Assistant)
Nov 2016 - Oct 2019

Administrative assistant,
Graphics & Audio editing,
Data Entry,
Lead Generation,

Social Media Management ,
Calendar Management,
Website Management

Elevated Perspective (Virtual Assistant)
Oct 2019 - Dec 2019

Social Media management,
Graphics Designer,

Website Designer

Home Based Virtual Assistant / Freelance Website Designer
Jan 2020 - present

Administrative Virtual Assistant,
Social Media management,

Graphics Designer,
Website Designer - Wordpress / Shopify