

**Neil Patrick H. Espina**

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**Objective:** To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

**WORK HISTORY**

**Coffeebot Solutions – Davao City, Davao Del Sur ( Virtual Assistant , 10/2017 to 03/2020 )**

* Create Website from the scratch or Convert PSD to Wordpress.
* Leveraged strong understanding of WordPress core to manipulate admin and theme components.
* Collaborated with design and project developers to understand project scope and offer elegant, creative and scalable solutions.
* Installed required plugins and additional coding to fit final design and functionality requirements.
* Clickfunnel Development , Mailchimp and hubspot Integration

**Chasers Connect – Davao City, Davao del Sur (Virtual Assistant, 02/2015 to 10/2017 )**

* Built prospect lists of potential new customers through research and identification of business opportunities.
* Respond to email inquiries and appointment
* Respond to email inquiries and appointment

**CALLBOX Inc – Davao City, Davao del Sur ( Virtual Assistant, 02/2014 to 02/2015 )**

* Built prospect lists of potential new customers through research and identification of business opportunities.
* Respond to email inquiries and appointment
* Respond to email inquiries and appointment
* Set up hardware and install and configure software and drivers

**3Sixty Factory – Davao City, Davao del ( Graphic Designer, 05/2012 to 10/2013 )**

* Photo enhancing
* Manage E Commerce Products

**EDUCATION**

**Bachelor of Science, Information technology, 04/1992**

System Technology Institute – Davao City

**SKILLS**

* PC Troubleshooting
* Software Installation / update
* Word press Developer
* MS Office
* Lead Generation