OLIVER GARCIA JR.

📞 +639166653291

📍 Quezon City, Philippines, 1116

✉ iamolivergarciajr@gmail.com

in linkedin.com/in/olivergarciajr

f facebook.com/odyigarcia

🌐 oliverlearns.github.io/portfolio

ABOUT ME

Recent graduate with a Bachelor of Science in Computer Engineering and a proven track record as a Virtual Assistant, seeking an entry-level position. Eager to apply my technical skills, dedication to continuous learning, and problem-solving abilities to contribute effectively.

TECHNICAL SKILLS

- HTML
- CSS
- Javascript
- Python
- Microsoft Office
- MySQL

SOFT SKILLS

- Adaptability
- Active Learning
- Attention to Detail
- Communication
- Critical Thinking
- Customer Service
- Teamwork
- Time Management

UNIVERSITY PROJECTS

RESPONSIVE ONLINE FOOD APPLICATION

- Developed a web-based food ordering system for a small business owner.
- Focused on Figma for design collaboration, and utilize React for creating user-friendly web and mobile experiences.

FINGERPRINT SCANNER FOR ATTENDANCE MANAGEMENT AND NOTIFICATION SYSTEM USING ARDUINO

- Created a device and software system for a school in Quezon City.
- Led web development efforts, using Figma, React, and Bootstrap for accurate record-keeping and smooth performance.

EDUCATION

BACHELOR OF SCIENCE IN COMPUTER ENGINEERING

Polytechnic University of the Philippines - Sta. Mesa, Manila

WORK EXPERIENCE

VIRTUAL ASSISTANT / CHAT SUPPORT   **Synagie Philippines - Taguig City**   `2020-09 - PRESENT`

- Contributed to the maintenance of the company's top brand by providing high-quality and quantitative support.
- Provide insights and recommendations to implement best practices and increase monthly sales.
- Received the top performer of the month award out of twenty other assistants.

CUSTOMER SERVICE REPRESENTATIVE   **Inspiro - Quezon City**   `2020-04 - 2020-06`

- Addressed customer inquiries and concerns, ensuring satisfaction and escalating major issues as needed to supervisors.
- Attentively addressed customers' unique needs and preferences, enhancing overall service quality.