



PHILIP CESAR ESPARCIA

FREELANCE VIRTUAL ASSISTANT & INFORMATION TECHNOLOGY PROFESSIONAL

Innovative IT professional seeking a strategic client partnership where strong technical expertise can be integrated directly into a Virtual Assistant role. Proven ability to leverage advanced computer skills and problem-solving to streamline operations, enhance digital efficiency, and deliver dedicated, high-quality administrative support.

CONTACT INFO

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Address :
Davao City, Philippines

WORK EXPERIENCE

COMPUTER INSTRUCTOR | 2015 - 2016
AMA COMPUTER LEARNING CENTER (ACLC)

TECHNICAL SALES SPECIALIST | 2016 - 2016
BANANA TELECOMMUNICATIONS, INC.

IT - TECHNICAL SUPPORT SPECIALIST | 2016 - 2021
BANANA TELECOMMUNICATIONS, INC.

IT - TECHNICAL SUPPORT SPECIALIST | 2021 - 2023
FTC GROUP OF COMPANIES

FREELANCE OPERATIONAL DATA ENTRY | 2023 - 2025
FREELANCING COLLABORATING WITH BUSINESSMEN IN PH

EDUCATION

BACHELOR OF SCIENCE IN INFORMATION OF TECHNOLOGY

ACLC Computer Learning Center
Major in Software Development

ALTERNATIVE LEARNING SYSTEM

Department of Education ALS
NCII Credential

SKILLS

- Knowledgeable in programming languages such as VB.Net, c++, C#, ASP.Net, and MySql.
- Microsoft office (word, excel, access, and PowerPoint)
- Competent in NCII (*computer system servicing*)
- Reformatting such as windows 7, 8, and 10
- System management maintenance, such as back office/back-ups/POS/database, and other communication network and software programs
- Installation and repairs of computers
- CCTV configuration and access point installation
- Shopify Product Listing
- Lead Generation
- Time Management & Prioritization
- Independent & Collaborative Decision Making