

ROLAND ORTIZ JR.

ADMINISTRATIVE ASSISTANT



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Blck 9 lot 10a
Mont View Residence,
Brgy. Palanog Tacloban City

PROFILE

Administrative assistant who pays close attention to detail with excellent interpersonal, planning, and customer service skills.

SKILLS

- Web Designing
- Poster Making/Photo editing (using photoshop)
- Vegas Pro (Video editing)
- Email Management
- Problem Solving Computer Literacy
- Project Management Tools
- Strong Communication

EDUCATION

TESOL CERTIFICATE COURSE TESOL
Philippines - Cambodia 2017

BS IN INFORMATION TECHNOLOGY
Eastern Samar State University
2012-2013

BS IN COMPUTER SCIENCE
STI College Tacloban
2011-2012

BS HOTEL-RESTAURANT MANAGEMENT
ABE International Business College
2013 - 2015

EXPERIENCE

ENGLISH TEACHER

The Westline School
Daun Penh Branch
2019 - 2020

- Teach English lessons to YL7
- Create a monthly lesson plan
- Conduct term examination
- Calculate the grades of every student

OUTLET MANAGER

DH Food & Beverage Co., Ltd (Café 101)
2020 - 2021

- Create an organize working scheme for the staff.
- Ensure quality control of every product that is being Served. ensure maintenance and functions.
- Ensure well established partnerships with suppliers to maintain good business working relationship

VIRTUAL ASSISTANT

VIRTOUSO CREATIVE
2022 - 2023

- I manage the website of our client.
- Blog posting
- Video Editing

FREELANCE FULL STACK JR. WEB DEVELOPER

- I can create a responsive and fully functioning website using the JavaScript language.
- Error handling
- User Authentication & Authorization