



Xeth Watin

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OBJECTIVE

Seeking deep involvement in the VA (Virtual Assistant) and Tech industries to expand my knowledge base and propel my career forward together with a forward-thinking company. I aim to leverage my expertise in Information Technology, where my strengths lie in proficiently navigating Frontend Development, Graphic Design, and Video Editing using tools like Adobe Photoshop, Adobe Premiere, and IDEs like Visual Studio Code. My passion for creating captivating user experiences drives my commitment to front-end development, ensuring seamless interfaces that blend aesthetic design with functional code. Eager to contribute my multifaceted skills to innovative projects, stay abreast of industry trends, and evolve professionally while making substantial contributions to the company's success in this dynamic field.

EDUCATIONAL BACKGROUND

Tertiary Education: *Bachelor of Science in Information Technology* 2022 – present

Cebu Institute of Technology – University

N. Bacalso Avenue, Cebu City

Related courses:

Platform-based development – Web

Platform-based development – Multimedia

Secondary Education:

Senior High School 2019-2021

University of Cebu – Maritime Education and Training Center

Alumnos, Mambaling, Cebu City

Junior High School 2015-2019

Talisay Malayan Academy

Lopez Jaena Street, Poblacion, Talisay City, Cebu

SELECTED ACHIEVEMENTS

Consistent Dean's Lister, Honors Class, Full Scholar

University of Cebu – Maritime Education and Training Center 2021 – 2022

With High Honors

University of Cebu – Maritime Education and Training Center 2020 – 2021

With Honors

University of Cebu – Maritime Education and Training Center 2019 – 2020

Talisay Malayan Academy 2018 – 2019

VOLUNTARY WORKS

Rotaract Clube of Metro Cebu – CIT-U Chapter

Sharing of Love with the Differently-abled

December 2023

Volunteer. Donated Christmas gifts and food packages to the PWDs of the PAGLAUM organization together with the Rotaract Club of Metro Cebu and Spring Rain Global held in Subangdaku, Mandaue, Cebu.

ROTACART: Bridging Gaps in Education

November 2023

Head. Spearheaded the donation of school supplies, slippers, books, and shelves to the elementary pupils of the Cadulawan Integrated School held in Cadulawan, Minglanilla, Cebu.

LendACatHand: Lending a Paw with Cat Food

October 2023

Volunteer. Fed the adorable cats of Cebu Institute of Technology – University for 5 days started October 5 up until the end of the last day of October 13, 2023.

Project B.A.T.A. (Building Advocacy Towards A) Brighter Tomorrow

July 2023

Volunteer. Rotaractors from nine dedicated Rotaract clubs forming the cebu council came together to embark on a journey of hope, determined to make a difference to their community by actively engaging with the children held in Basak, Lapu-lapu.

Computer Students Society

College of Computer Studies Acquaintance Party

September 2023

Head photographer. Photographing for the IT and CS students party that was held inside the gym of Cebu Institute of Technology – University.

Flexhibit 2.0

September 2023

Head Photographer. Lead the documentation team in taking unforgettable memories for the students of CCS who excelled and an achiever of their studies.

EXTRACURRICULAR ACTIVITIES

Rotaract Clube of Metro Cebu – CIT-U Chapter

Director, Membership Committee

2023 – present

My position entails responsibilities such as recruiting new members, engaging with current members to ensure their active participation and retention, organizing membership drives and events, fostering a sense of community and inclusivity among members, and facilitating the integration of new members into the club's activities and initiatives.

Computer Students Society

Head Photographer, Documentation Committee

2023 – present

My role within the Documentation Committee involves capturing high-quality visual content to chronicle events, activities, and initiatives organized by the Computer Students Society organization. Responsibilities include utilizing photography skills to document moments during club meetings, community service projects, fundraisers, and social events.

QUALITIES

- Capable of flexibly adjusting to different project requirements and technological
- Proficient in finding innovative solutions, especially when bridging the gap between aesthetic design and functional code.
- I have a deep understanding and enthusiasm for technology trends and tools.
- I thrive in team environments and contributing effectively to collective goals and projects.
- I display genuine enthusiasm and dedication towards leveraging skills in front-end development, and graphic design.

SKILLS

Programming Languages

Proficient:

- HTML
- CSS
- Javascript

Software / Websites

Proficient:

- Visual Studio Code
- Adobe Premiere Pro

- Adobe Photoshop
- Canva
- Meta Buffer
- ChatGPT
- Bard

Practical Skills

- Graphic Design
- Video Editing
- Website design

CHARACTER REFERENCES

Vincent Opusa

Virtual Assistant

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Dave Darius Solis

Virtual Assistant

Dilaab Digitals

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