



James Anuncio

Virtual Assistant / Front End Developer

CONTACT ME

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EDUCATION

Uplift Code Camp

Full Stack Web Developer - Graduate
2022 (6 months)

CIT - University

BSIT - Graduate
2008 - 2011

DBTC

Highschool - Graduate
2006 - 2008

SKILLS

Canva	<div><div></div></div>
Data Entry	<div><div></div></div>
Leadership	<div><div></div></div>
Wordpress	<div><div></div></div>
IT Skills	<div><div></div></div>

WORK EXPERIENCE

VYRL Co

DATA ENTRY SPECIALIST - FREELANCE

February 2022 - November 2022

- Review and Categorize loads of Items in their correct category
- Reference all items through our master list of categories

DH FINANCIAL

EXECUTIVE ASSISTANT - FREELANCE

December 2021 - October 2022

- Created DH Financial Website in WordPress
- Create lesson plans through power point and Prezi
- Data Entry and sorting of email contacts through google sheets
- Created their online school website through learnworlds.com
- Calendar Management
- Add blogs to their DH Financial Website
- Manages their Bitrix CRM.

EDROPSHIP EMPPIRE

TEAM LEAD - FREELANCE

December 2020 - October 2021

- Handle Team performance and metrics
- Submit a report to the management for team updates
- Provide full support to the teams needs and goals
- Handling & Processing orders for the dropshipping business
- Enter orders through google sheets
- Work with the developer team for software updates

TASKSEVERYDAY

TEAM LEAD

April 2018- November 2020

- Turn on the teams PC before they arrive
- Develop strategies and techniques to support the team regarding their clients.
- Check Team's daily attendance
- Provide bi-weekly coaching/recognition to each of the teams.
- Create reports to update the company regarding the team's progress.
- Provide full support to the team's needs and goals
- Create Team's resume for a client interview
- Process client and VA introductions
- Process VA regularization evaluation and Annual Appraisals

TASKSEVERYDAY

VIRTUAL ASSISTANT

Aug 2015 - April 2018

- Manage calendar(Bookings & Appointments)
- Manage Client's customer information through a Property Management Software Rent Manager XI
- Reconcile Credit Card Statements through Rent Manager XI
- Calling and sending emails (statements & updates) to Customers to have them updated about their accounts (payments and information updates)