JHUSTINE GREGORIO

BSIT Student | 2+ Years Remote VA Experience | Administrative
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WHAT I BRING

- Android-first interest: I am actively building my skills in Android Studio, Java, Firebase, mobile UI, authentication, and cloud-backed data.
- Real work experience: More than two years supporting remote operations, reports, research, spreadsheets, records, and time-sensitive tasks.
- Adaptability & continuous learning: Quick to adapt to new tools and fast-paced environments with strong problem-solving capabilities and a commitment to ongoing growth.

SELECTED TECHNICAL PROJECTS

Dental Clinic Management System (Capstone Project) | *Laravel, ReactJS (InertiaJS), PostgreSQL*

- Developed a comprehensive multi-branch dental clinic management system supporting Global Patient Registry, Centralized Branch Operations, and Active Branch Context workflows.
- Engineered role-based access control for Administrator, Staff, and Dentist portals, including secure authentication, temporary password resets, and forced password changes.
- Implemented private file storage for clinical images (X-rays, orthodontic progress gallery) with metadata-only staff intake and dentist review/linking capabilities.
- Integrated Dentist-authorized medical certificate generation, generating immutable numbered PDF snapshots linked to saved clinical examinations and treatment records.

PROFESSIONAL EXPERIENCE

Virtual Assistant - Trading Operations Support | *393586 Ontario Limited* | *Apr 2024 - Present*

- Support daily operations through accurate data encoding, spreadsheet organization, market research, recurring reports, and digital record management.
- Review stock charts, trends, and statistical data, then organize findings for team analysis and decision-making.
- Work independently in a remote environment, follow repeatable workflows, coordinate with the team, and complete time-sensitive tasks consistently.

Video Editor & Social Media Manager | *Octobot/Octane Marketing Team* | *Jul 2023 - Jan 2024*

- Created promotional video content, managed content scheduling and engagement, and prepared visual materials using Canva and basic Photoshop.

Virtual Assistant - Administrative | *Personal Assistant* | *Jun 2023 - Aug 2023*

- Handled email communication, scheduling, online research, data entry, document preparation, and records organization.

SKILLS

Mobile: Android Studio, Java, Firebase Authentication, Firebase Firestore

Other Technical: Python, JavaScript, C#, SQL, HTML5, CSS3, MySQL, Git/GitHub (Basic), VS Code, NetBeans, Visual Studio

Professional: Remote collaboration, spreadsheet work, research, reporting, documentation, email communication, scheduling, task organization

Creative & Productivity: Figma, Canva, Microsoft Office, Google Workspace

EDUCATION & CREDENTIALS

Bachelor of Science in Information Technology (BSIT) | *Bulacan State University* | *2023 - Present*

Certifications & Specialized Training:

- Network Addressing & Basic Troubleshooting Course - Cisco Networking Academy
- Agentblazer Champion Workshop - Salesforce
- Microsoft Cybersecurity Course: Security, Compliance, and Identity Fundamentals - eTESDA