



JUDE SANTILLAN

Virtual Assistant

ABOUT ME

I am a trained and dedicated Virtual Assistant who is always willing to go the extra mile to deliver high-quality work. I'm tech-savvy, adaptable, and a fast learner who can quickly understand new tools, systems, and processes. I take pride in being reliable, detail-oriented, and committed to helping clients achieve their goals efficiently and professionally.

EDUCATION

Bachelor of Science in Information Technology

Adventist University of the Philippines 2024

SKILLS

CRM Mgmt	Project Mgmt
Web Dev	Strong Commu.
Email Mgmt	Technical Skills
Calendar Mgmt	Customer Support
Lead Generation	Problem Solving

TOOLS

GoHighLevel	Power Bi
Claude	Power Apps
Microsoft Office	Sharepoint
Google Workspace	.Net
Trello	Canva
	More..

LANGUAGE

English	Tagalog
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+639168559357

vajudesantillan@gmail.com

www.linkedin.com/in/vajudesantillan

Amadeo Cavite
Philippines 4119

EXPERIENCE

- Freelance | Web Developer** 2026-Present
Amadeo Cavite | Remote
 - I'm a website developer, and most of my clients are in the real estate industry. I help real estate agents build professional websites that strengthen their online presence. I'm open to working with clients from any industry and helping them achieve their business goals through their website.
- IT Helpdesk Technician** 2025-2026
Stefanini Group | Pasay City Philippines | Remote
 - As an IT Helpdesk Technician, I provide technical support by troubleshooting hardware, software, and network issues for end users. I resolve technical problems efficiently, clearly explain solutions, and maintain accurate support documentation while delivering excellent customer service.
- IT Internship** 2023
ZS3 Software Trading | Remote
 - Completed 486 hours of On-the-Job Training (OJT), gaining hands-on experience in a professional IT environment. Developed foundational knowledge in .NET, Power BI, Power Apps, and SharePoint while supporting company projects and tasks.

CERTIFICATIONS

GoHighLevel Fundamentals Certificate

- 20 hours of lesson in GohighLevel

Claude Code 101 | AI Capabilities | Claude 101

- Certification demonstrating foundational knowledge

Microsoft Office Specialist

- Microsoft Office Specialist for Word