

REA, JUSTINE RIGGS BRIAN M.

FRONT-END DEVELOPER

585, Brgy. San Francisco, Calihan, San Pablo City Laguna | riggsr56@gmail.com | +639260071054

SUMMARY

Detail-oriented and tech-savvy IT graduate with hands-on experience in front-end development, data entry, virtual assistance, and project coordination. Skilled in HTML, CSS, JavaScript, SEO, and administrative tools such as Google Workspace and Microsoft Office. Proven ability to deliver high-accuracy data entry, manage Shopify stores, and assist in building web-based systems with clean UI/UX. Looking to contribute to a dynamic team in roles such as data encoder, virtual assistant, or web developer.

SKILLS

Web Development: HTML, CSS, JavaScript, Bootstrap, React

Programming: C++, C#, Java

Data Entry & Admin: Google Sheets, MS Excel, Word, Docs

Virtual Assistance: Email/Chat support (non-voice), Photo Editing, Video Editing

SEO & Optimization: Keyword Research, On-page SEO, Meta Tags, Google Search Console

Other Skills: Leadership, Accuracy, Time Management, Fast Typing (60 WPM), Attention to Detail

PROFESSIONAL EXPERIENCE

Front-End Developer – DepEd San Pablo Division Office

Feb 2025 – June 2025

- Developed and maintained a Library Management System with intuitive UI and mobile responsiveness.
- Conducted UI bug fixing and interface testing to reduce load times by 40% and improve user experience.
- Collaborated with back-end developers and testers to ensure proper system integration.

Project Manager – SkillTrack Capstone Project

Nov 2023 – June 2025

- Led a team of 4 to build a skills assessment web platform for 2nd-year IT students.
- Oversaw project timelines, delegated tasks, and ensured 100% milestone delivery.
- Coordinated weekly team meetings and documentation for project tracking.

Freelance Photographer & Virtual Assistant

Jan 2018 – Present

- Managed bookings, photo editing, and digital asset delivery for 50+ clients.
- Performed administrative tasks such as file organization, email replies, and appointment setting.
- Created promotional content using Canva and managed client details through Google Sheets

PROJECTS

Learning Resource Management (OPAC) – DepEd San Pablo

Feb 2025 – June 2025

- Designed a searchable, categorized OPAC system for digital library access.
- Focused on frontend development, ensuring user-friendly navigation and responsiveness.

SkillTrack: Content-Based Filtering Assessment System for the 2nd year students of PLSP

Nov 2023 – June 2025

- Developed a web app for personalized skill assessment using content-based filtering logic.
- Handled frontend layout and user interaction features.

EDUCATION

Primary : Niño Jesus Science Oriented Montessori School (2009- 2013)

Secondary :

West Greenville Laguna Colleges, Inc. (2014-2018)

PLSP Integrated School (2018-2019)

San Pablo Colleges (2019-2021)

Tertiary: Pamantasan ng Lungsod ng San Pablo (2021-July 2025)

REFERENCE

• **Gene Ross Jose I. Silva PDO II**
lrmsanpablo@gmail.com
09772564031

• **Ronnel Virtucio**
rhon1990@gmail.com
09602180417 / 09929982248