



Frans [REDACTED]
[REDACTED]



PROFILE

Degree holder in Information Technology, with experience in Online Newspaper Editing, Photo editing, and Contract Loading.

Able to produce the best results and achieve excellence in everything that I do. Embrace challenges as new learning opportunities.

SKILLS

- Outsystems
- Python
- HTML
- CSS
- JavaScript
- React
- SQL
- Graphic Design
- Adobe Photoshop
- Adobe Flash
- Auto CAD
- Microsoft Office

REFERENCES

- Upon Request

WORK EXPERIENCE

TRAVEL CONSULTANT

[REDACTED] Jun 19, 2023 - Present

- Documentation of completed transactions in Salesforce
- Check the updated/adjustments in contracts with Special Offers/Amendments received from hotels
- Test the accuracy of contracts before tagging status in Salesforce to "Approved"
- Check and send emails to Market managers/executives for confirmations and queries about the contracts.

VIRTUAL ASSISTANT

[REDACTED] Aug 16, 2020 - Mar 31, 2023

- Daily checking of data in google spreadsheet, monday.com.
- Update spreadsheet list for new customers data.
- Creating video clip for real estate to be post in Instagram.

CONTRACT LOADING ASSOCIATE

[REDACTED] Feb 03, 2020 - May 28, 2020

- Documentation of completed transactions in Salesforce
- Update/Adjust contracts with Special Offers/Amendments received from hotels
- Test accuracy of contracts before tagging status in Salesforce to "For Approval"

XML OPERATOR

[REDACTED] Apr 6, 2015 - Nov 16, 2018

- Daily quality control of newspaper and magazines using Smart Editor software.
- Work in compliance with department safety and quality standards.

EDUCATION HISTORY

Bachelor of Science in Information Technology

[REDACTED] 2015

ONLINE COURSES/TRAININGS TAKEN

- 3 INTERNATIONAL INFORMATION TECHNOLOGY CONFERENCE
- IT-BPM Career Talk
- I.T Gateways Information Technology: Giving A new Transition in Education for a Wider Access to Youth Societies.
- Virus Detected! Viruses. Victims. Vaccines.
- 11 Philippine Youth Congress on Information Technology