

PHILJOSEPH G. ORLINA

Brgy. Santa Maria, Santo Tomas, Batangas

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PROFESSIONAL SUMMARY

Highly adaptable and tech-savvy Virtual Assistant with strong experience in web development, graphic design, system automation, and AI integration. Skilled in managing administrative tasks, creating web-based tools, and designing visually appealing materials for business operations. Combines creative design skills with technical proficiency to optimize workflows, organize digital assets, and enhance online presence.

CORE SKILLS

- Programming & Web Development
 - C++, JavaScript, Python
 - HTML, CSS, Bootstrap, ReactJS
 - UI/UX Web Design
 - Firebase Authentication & Realtime Database
 - WebSocket real-time communication
 - Git & GitHub
- AI & Automation
 - n8n, Zapier, Make.com workflow automations
 - AI tools: ChatGPT, Claude, Gemini, Perplexity
 - Prompt Engineering & AI-assisted task optimization
- Graphics & Multimedia
 - Branding, posters, logos
 - OBS overlays and stream templates
 - Figma, Canva, Pixellab, Inkscape, Affinity
- Administrative Support
 - Email & calendar management
 - Google Workspace & MS Office
 - Data entry, reporting & documentation
 - Customer support & proposal writing

- Other Strengths
 - Attention to detail
 - Team collaboration & communication
 - Fast learner

EDUCATION

Bachelor of Science in Computer Engineering
Tanauan City College | 2021 – 2025

Science, Technology, Engineering and Mathematics (STEM)
Tanauan Institute Inc. | 2019 – 2021

INTERNSHIP EXPERIENCE

Land Transportation Office – D.O. Darasa (Feb 2025 – May 2025)

- Developed a Google Sheets-based inventory and sorting system.
- Assisted clients with online exam procedures and portal troubleshooting.

PROFESSIONAL EXPERIENCE

Freelance Web Developer & Graphic Designer (2025 – Present)

- Designed modern websites and UIs using Bootstrap, React, and Splide.js.
- Created branding materials including logos, posters, and overlays.
- Managed client communication, timelines, and revisions.
- Implemented automation scripts and AI-assisted workflows.

MIS Assistant (July 2025 - January 2026)

- Prepared system installation proposals (e.g., Starlink setup).
- Coordinated installation logistics and IT deployment materials.
- Supported hardware setup, troubleshooting, and documentation.

PROJECTS

Cloudcall: Enhanced IoT Tracking System

Developed a weather and location tracking system with ESP8266 and GPS, integrating APIs like OpenWeatherMap and ResponsiveVoice, with a full web interface and alert system.

GreenNet: Smart Greenhouse Monitoring System

Built a monitoring prototype using ESP32 and Firebase with fuzzy logic-based automation and dashboard display.

Personal Portfolio Website

Designed and developed a responsive personal portfolio using HTML, CSS, JavaScript, and Bootstrap.

Link: <https://philjosephorlina.vercel.app/>

SEMINARS & TRAININGS

- Basic Occupational Safety and Health Training – Safety Officer 1 (May 4, 2024)
- Basic Networking Tools in the Industry – Mar 26, 2022
- Web Application Security Testing – Jun 4, 2022
- Advancing Network Security – Feb 26, 2024
- Data Analytics using Python – Mar 27, 2024
- Cybersecurity Threat Intelligence – Apr 4, 2024

ACHIEVEMENTS

- Graphic Designer – ACCESs Esports Org (2022–2024)
- Champion – Basic C++ Programming (Engineering Days 2024)
- 1st Place – Basic C++ Programming (Engineering Days 2023)
- 1st Place – Basic Breadboarding (Engineering Days 2023)

LANGUAGES

- Tagalog
- English

REFERENCES

Daniel Bermodez | bermodezdaniel@gmail.com | 0926 667 9805

Jane Lopez | janel9295@gmail.com | 0917 155 2790