



ERIC JOHN BATINO

About Me

Virtual Assistant with a strong background in IT support and web development. Experienced in managing e-commerce platforms, handling administrative tasks, maintaining websites, and providing technical support. Skilled in streamlining workflows through automation and digital tools, with a detail-oriented approach focused on efficiency, usability, and reliable remote support.

EDUCATION

University of Southeastern Philippines 2019-2024
Bachelor of Science in
Information Technology

EXPERTISE

- **Web & Front-End Support:** HTML, CSS, JavaScript, web updates
- **E-Commerce & Admin Support:** Shopify management, email handling, scheduling, Google Workspace
- **Technical Support & Automation:** Troubleshooting, workflow automation, API integration
- **Accessibility-Aware Development:** Clean UI structure, attention to detail, usability-focused updates
- **Creative & Content Support:** Canva, CapCut, Meta Business Suite scheduling

Citizenship

- Filipino

Language

- Tagalog
- English
- Bisaya

Contacts

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 Tagum city, Davao del norte, Philippines

WORK EXPERIENCE

IT Technical Support

University of Southeastern Philippines

 2025-2026

- Provide technical assistance for hardware, software, and network concerns.
- Maintain systems, troubleshoot issues, and ensure smooth IT operations for staff and students.

Officer-in-Charge – MIS Department

Tagum Global Medical Center Inc., Tagum City

 2024-2025

- Managed IT operations, system maintenance, and digital record systems.
- Provided technical support, optimized workflows, and ensured system uptime.

Mobile App Developer (IoT Controller Application)

University of Southeastern Philippines – Project-Based

 2023-2024

- Developed mobile apps for IoT device control with intuitive UI and smooth hardware integration.

Web Developer (Project-Based)

 2023-2025

- **Kiddie Recom App (2023):** Built a web-based application for child activity recommendations.
- **USEP Vehicle Scheduling (2023):** Developed a web scheduling system for university vehicles.
- **DriveHive (2024):** Created a car booking and management platform.
- **Audio Visual Reservation Scheduling (2024):** Automated equipment booking through a web system.
- **RaTrap (2025):** Developed an Android + IoT app for pest monitoring and control.

TOOLS AND PROFICIENCY

- **Development Tools:** VS Code, Git, XAMPP
- **Languages:** HTML, C#, C++, JavaScript
- **Frameworks / Libraries:** Bootstrap, Tailwind CSS, jQuery
- **Databases:** MySQL, Firebase
- **Design:** Figma, Canva, Adobe XD, Photoshop
- **E-Commerce Platforms:** Shopify
- **Project Management:** Monday.com, ClickUp
- **Website Builder:** Wordpress
- **Social Media Management:** Meta business suite.

LINKS

 eric-dev.vercel.app | Portfolio

 <https://tinyurl.com/3y8m6ytp> | Design work sample