# MA. ANA PATRICIA J. DUNUAN

## CONTACT

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📍 Taguig City. Manila, Philippines

## SKILLS

- Collaborative and Proactive
- Can manage time and meet deadlines
- Trustworthy and reliable
- Verbal & Written communication
- Quick learner and a researcher
- Eager to learn and love to try new things

## HIGHLIGHTS

- Knowledgeable in Wordpress, Joomla, Drupal , CRM and other CMS
- Skilled in using Microsoft Office tools such as Word, PowerPoint, publisher, excel
- Familiar with tools such as git, VSCode, Workbench, AutoCad, Figma, Android Studio, git
- Knowledgeable in PHP, Python, MySQL, HTML, CSS, ReactNative and Java in Android
- Knowledgeable in designing Talkbot and some AI related
- Expertise in Canva, Adobe, and other Video and Photo Editing Softwares
- Knowledgeable of Airtable, Google docs, Timecamp, Slack, Jira
- 40-50 wpm, can create paper works and researches. with low to no AI Detection and plagiarism.

An independent and self-motivated individual looking for an entry-level position where I can utilize the knowledge I have gained during my course. Having a strong eagerness to learn, dedication to work and perform with others, I can quickly establish working relationship among the team.

## EDUCATION

Bachelor of Science in Information Technology                     2018– 2022

**Technological University of the Philippines –Taguig**

- Consecutive Dean's Lister since 2019
- Graduated with Latin Honor – Cum laude

## INTERNSHIPS

**Virtual Assistant**                                March 2023

New Age VA Camp

- Learned and attended webinars, workshops and internship, gained a certificate.
- Work with a team in managing platform offering a web builder services.

**Quality Assurance Manual Tester**     June 2022 – August 2022

Information Managers Inc

- Responsible for designing and implementing test plans to improve the usability and functionality of the application. Document and report possible defects and errors on the system.
- Worked with team of QA engineers and ensure that objectives are met.

## WORK EXPERIENCES

**AI Talkbot Designer**                September 2022 – Present

Wiz AI

- Design its user experience and content strategy and develop Automated talk bots for outbound use.
- Create a conversational flow, and test and iterate on it until everything works perfectly. Understand concept of AI, talkbots and its processes
- Commmunicate with local companies and reached clients target KPI's and OKRs

**Content Writer - Part time**                March 2023

Intrinsic Writing Solutions

- Specializes in creating written material for websites, blogs, social media, advertising, or any other online platform.
- Conducts research to understand the target audience, the brand, and the industry in order to produce content that aligns with the client's goals
- Follow SEO Guidelines and given formats in writing.