

Maria Johanna Victoria

Salaya

★ A reliable assistant with computer skills, file organization, communications, appointment setting, and files management
♥ I am your go-to assistant. I can start immediately.

Las Piñas City, PH 1747
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EXPERIENCE

Better Health Management, New York City *General Virtual Assistant Intern*

2022 - 2022

→ As an intern, I was tasked to reach out to potential patients on the phone and schedule an appointment. We are to make sure that the calendars and trackers are updated. I was also given the opportunity to re-setup and maintain our Google Sheet tracker and help co-interns learn how to do our processes.

1902 Software Development Corp, Muntinlupa City *QA Tester*

2021- 2022

→ As a tester, I was given ad hoc tasks for e-commerce websites, blogs, and applications. Tasks would include smoke test, initial test, retesting, regression, issue filing, exploratory testing on mobile and desktop browsers using Browserstack and available mobile devices. On the side, I was given tasks on data migration where I had to manually re-enter and re-format data from the old website to the new website, and domain and SSL expiry checking.

Accenture, Mandaluyong City *Senior Analyst*

2019 - 2020

→ As a tester, I was given a specific project that is almost on the sunset stage, just waiting for its replacement. As the client is still using the app, new features and some changes were still requested. For those, I verified the requirements by creating test scripts and test cases according to acceptance criteria provided by the client. I also prepared test data to be used via API, executed the test scripts and test cases, filed issues encountered, and immediately coordinated the issues encountered with the developers. Operated under Agile and Scrum frameworks to complete releases and well-organized sprints.

SKILLS

Software testing
Administrative tasks
Clerical tasks
Ecommerce store support

File Management
Preparing Meeting Minutes
Tracking and recording
invoices, payments, expenses
Ordering products and
supplies
Coordinating with other
internal employees or team
members
Monitoring and tracking
project updates
Coordinating personal and
team calendars, schedule and
reminders
Email Management
Product Listing
Order processing

Adaptability
Attention to detail
Communication skills
Customer service
Curiosity
Organized
Problem solving
Teamwork
Willingness to learn

Microsoft Word and Excel
Google Docs and Sheets
Gmail and Outlook

AAI Logistics Cargo Express, Inc., Parañaque City
IT Systems Quality Assurance

2018 - 2019

→ As a tester, I communicated with the direct users of the company systems regarding the issues they have been encountering, validating them and filing issue tickets for the developers to work on. I was also able to assist the early designing stage and the implementation of an app for couriers. On the side, I was given the opportunity to act as a manager of a delivery hub to improve its performance state.

Elevated Play Philippines, Inc. , Makati City
Resource Management Officer ♥

2012 - 2017

→ As a resource manager, we manage all the equipment in the company. We inventory, set-up, and prepare the devices for our shift's testing operations. As our task surge calms down, we join our testing operations team and help with their assigned tasks. Tasks may include verification of features, test case execution, game play testing and more.

Teams, Slack, WhatsApp
Hubspot
Lazada, Shopee, Shopify
Chrome, Firefox, Safari, Edge,
Opera
Google Calendar, Calendly
Vonage, Zoom, Skype
Canva

EDUCATION

Informatics International College, Muntinlupa City
Bachelor of Science in Information Technology (BSIT)

2009 - 2011

Informatics Computer Institute, Las Piñas City
Advanced Degree in Information Technology (ADIT)

2007 - 2009