

CARLOS BENEDICT NATANAUAN B.

9752720241 | carlosbenedictn@gmail.com | www.kuyacarlos.tech

Cavite, Philippines

IT student with a foundation in software and mobile development, actively seeking an internship to further develop skills and gain hands-on experience. Demonstrates adaptability and versatility through various freelance projects. Eager to contribute a strong work ethic and a willingness to learn in order to support the success of an innovative IT team.



Work Experiences

NISSAN Santa Rosa Philippines - Laguna, Philippines

Oct 2020 - Nov 2020

Work Immersion

NISSAN Philippines, a prominent automotive company, focuses on developing innovative vehicles and mobility services while prioritizing customer satisfaction and sustainability throughout the country.

- Actively collaborated with full-time employees and interns to complete projects and tasks in the service and parts department.
- Streamlined digital documentation by organizing and maintaining company files, invoices, and other essential records.
- Managed inventory transactions efficiently and accurately using computerized systems and spreadsheets.

SEO Specialist (Freelance) - Philippines

Feb 2022 - Feb 2023

Virtual Assistant

The client is a Senior SEO Specialist with a focus on Off-page optimization, providing services to businesses in the Philippines and internationally. The specialist employs various Off-page SEO techniques to enhance clients' online presence and search engine rankings.

- Orchestrated creation of public profiles for over 48 US based law firm, construction, and marketing clients, boosting their digital visibility
- Efficiently organized and managed data for 80+ clients, including contacts and website details, enhancing overall accessibility and usability
- Conducted weekly business listing and citation for 4 Australian cleaning companies and 12 US construction companies
- Enhanced website visibility and SEO for 4 US veterinary services and 4 US construction companies through strategic backlink creation

Private Client on Upwork - Florida, USA

Mar 2022 - May 2022

Virtual Assistant (Academic Support)

The private client, based in Florida, sought academic support services through the Upwork platform. As a dedicated student, the client required personalized assistance in comprehending complex course materials and improving their overall understanding of the subject matter.

- Reviewed and comprehensively understood the syllabus and course requirements to effectively support the student's learning needs.
- Engaged in proactive learning by reading assigned books and materials in advance, facilitating effective academic guidance.
- Assisted the student in reviewing and summarizing key information from their textbook and lectures, enhancing their grasp of complex concepts.

Private Client on Upwork - New Hampshire, USA

May 2023 - Present

Part-time Virtual Assistant (SEO and Research)

The client is a New Hampshire-based full-service digital creative agency, offering diverse services such as SEO, digital marketing, and consultation to optimize client's online presence and customer engagement.

- Conducted Business Citations and Listings to enhance the online presence of a Manchester-based Digital Marketing website.
- Performed comprehensive research tasks, including content writing and data compilation, using Google Docs.
- Demonstrated versatility by efficiently completing a mix of content writing and research-related assignments.

Education Level

STI Santa Rosa - Laguna, Philippines

Sep 2020 - Sep 2024 (Expected)

Bachelor Degree in Information Technology

- First Year: GWA of 1.5 and 1.36 (President's List)
- Second Year: GWA of 1.32 and 1.11 (President's List)
- Third Year: GWA of 1.25 (President's List)

Sto. Domingo Integrated School - Laguna, Philippines

Jun 2018 - Mar 2020

High School Diploma in Electronic Products Assembly and Servicing

- Graduated with Honors
- Earned a Certificate for Electronic Products Assembly and Servicing NCII (TESDA)

Skills, Achievements & Other Experience

Hard Skills

- **Programming:** Java: Utilized in Android Studio for mobile development. Experience includes the creation of games and applications for academic purposes.
- **Programming:** SQL: Applied in Microsoft SQL Server Management for academic activities and data management related to software developing using Visual Studio.
- **Programming:** C#: Extensive use in software development projects, including a capstone project during academic studies, along with various personal projects.
- **Programming:** Web Development: Rudimentary understanding of web development concepts and practices.
- **Programming:** Familiarity with Python, GOLANG, and JavaScript: Basic knowledge acquired through self-learning and academic coursework.
- **Off-Page SEO:** Proficient in employing a diverse range of strategies to generate quality backlinks, enhance brand visibility, and foster engagement, adapting to various off-page SEO techniques as needed.
- **Technical:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Familiarity with virtual meeting platforms (Zoom, Microsoft Teams, Google Meet)

Certificates & Webinars (Click to see certificate)

- **Certificate** · (2022): Network Foundations: Awarded by Huawei
- **Certificate** · (2022): SAP Business One Advance (Implementation & Support): Awarded by FIT Academy
- **Certificate** · (2022): Database Foundations: Awarded by Oracle Academy
- **Webinars Attended** · (2023): Virtual Mobile Development Workshop, conducted by Algo Filipino
- **Webinars Attended** · (2023): Introduction to Figma: A Gem in Graphic Design, conducted by STI

Soft Skills

- **Communication:** Leveraging strong interpersonal skills from experience as a virtual assistant and various freelance projects, effectively conveying ideas and information in diverse settings.
- **Time Management:** Demonstrated organizational and multitasking skills, adept at prioritizing tasks to meet deadlines while maintaining a healthy work-life balance
- **Problem Solving:** Tackling challenges in virtual assistance and software development with creativity, critical thinking, and adaptability.
- **Adaptability:** Demonstrating adaptability by embracing emerging technologies, staying open-minded and flexible during challenges, and continuously learning and applying knowledge across various contexts