



JOE MHARI MENDOZA

VIRTUAL ASSOCIATE



A dedicated online worker with vast skill sets in different niches. I am confident in my ability to come up with interesting ideas for automation in business, building funnels, project management, or websites.

SPECIALIZATIONS

- Project Management (Basecamp, Asana, ClickUp, Dubsado)
- Website Building (Shopify, Wix, & WordPress)
- Funnel Creation (Click Funnels, Kartra, & High Level)
- Social Media Management
- Graphics & Video Editing (Photoshop, Canva, PowerDirector)
- Administrative (G-Suite, MS Office, etc.)

WORK EXPERIENCE

PROJECT MANEGMENT AND TECH PERSONNEL

2013 - PRESENT

- Oversee day-to-day operation in every apps/tool that is being used by the company (Dubsado, WordPress, Kartra, ClickUp)
- Delegating tasks and set deadlines for the internal team
- Coordinating requests from clients to the team handling the projects.
- Managing the projects using Basecamp, Slack, and ClickUp
- Email Management
- Built different websites using Click Funnels, Shopify, and Wix.

EDUCATION BACKGROUND

AMA UNIVERSITY

BS in Computer Engineering

- CONTRIBUTED A LOT IN DIFFERENT PROJECT MANAGEMENTS THAT HELP A LOT OF STUDENTS
- TREASURER IN ALMOST ALL SEMESTERS