



ELIJAH TANCIO

CRM SPECIALIST | VIRTUAL ASSISTANT |
WEB DESIGNER

CONTACT

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📍 Davao City, Philippines
8000

🌐 www.thevacamp.net/profile/elijahtancio88

EDUCATION

2011 - 2015

THE UNIVERSITY OF
MINDANAO

- Bachelor of Science in
Information Technology

SKILLS

- Django Framework
- Business & Data Analysis
- Email & Calendar Management
- Software & Hardware
Troubleshooting
- Wordpress
- Monday.com Task
Management
- AgencyZoom CRM
- Zapier Automation
- InsuredMine CRM
- Google Sheets

LANGUAGES

- English (Fluent)

PROFILE

I offer a comprehensive range of services tailored to meet your business needs. As a virtual assistant, I streamline your daily tasks, enhancing your productivity and allowing you to focus on your core activities. With my experience in customer relationship management (CRM) administration, I optimize client interactions and strengthen relationships, ensuring seamless communication and satisfaction. My web designing services create visually appealing and user-friendly websites that effectively showcase your brand..

WORK EXPERIENCE

LAVA Automation

2023 - PRESENT

Customer Relationship Management Specialist

- Customized and configured the AgencyZoom, Zapier, & InsuredMine to meet the specific needs of the insurance companies and its various departments.
- Provided training and support to CRM/VA users, ensuring they are fully equipped to utilize the system effectively.
- Identified opportunities to improve CRM processes and implement best practices to enhance efficiency and effectiveness.
- Ensured the CRM system complies with industry regulations and company policies regarding data security and privacy.

Southern Philippines Medical Center

2018 - 2023

Full Stack Developer

- Developed and maintained both front-end and back-end components of the hospital's web applications, ensuring seamless integration and optimal performance.
- Managed web development projects from concept to deployment, ensuring timely delivery and alignment with business requirements.
- Conducted performance tuning and optimization to enhance application speed and efficiency.
- Ensured high code quality through regular code reviews, unit testing, and adherence to best practices and coding standards.

Damalerio Bookkeeping Services

2016-2018

IT Specialist

- Provided technical support to employees, resolving hardware, software, and network issues promptly to ensure minimal disruption to operations.
- Installed, configured, and upgraded software applications, ensuring compatibility and optimal performance across the organization.
- Maintained an inventory of IT assets, tracking hardware and software licenses, and ensuring proper allocation and utilization.



This acknowledges that

ELIJAH D. TANCIO

has successfully completed and is certified in

Virtual Assistant Courses

Issue Date: April 2024

Verify at www.thevacamp.net/certificate/verify

Certificate ID: 7F25ECA888BF



R11-20230908-028



Republic of the Philippines
Civil Service Commission
Davao City



Certification of Eligibility

This is to certify that

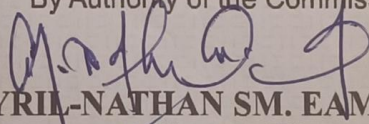
ELIJAH D. TANCIO

has been granted a Civil Service Eligibility for passing/qualifying in the
Career Service Professional Examination
with a rating of **80.35** conducted by the Civil Service Commission
in **Davao City** on **October 14, 2018**.

Issued upon the request of Mr. TANCIO this 8th day of September 2023.

Date of Birth December 20, 1994
Place of Birth DAVAO CITY
Examinee No 408126
Date of Release December 13, 2018

By Authority of the Commission


CYRIL-NATHAN SM. EAMIGUEL
Director IV
CSC Regional Office XI

WARNING : *Illegal use of this certification shall subject the owner and/or perpetrator to administrative sanction and/or criminal prosecution under RA 9416. Any alteration, erasure, or absence of the official dry seal of the Commission shall invalidate this certification.*

23 - 13197577

8/9/23



Republic of the Philippines
Department of Labor and Employment
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

NATIONAL CERTIFICATE II

in

COMPUTER HARDWARE SERVICING

is awarded to

ELIJAH D. TANCIO

for having completed the competency requirements under the Philippine TVET Competency Assessment and Certification System in the following units of competency:

500311105 Participate in workplace communication
500311106 Work in a team environment
500311107 Practice career professionalism
500311108 Practice occupational health and safety procedures
ICT315202 Apply quality standards
ICT311201 Perform computer operations
ELC311201 Perform mensuration and calculation
ELC311202 Prepare and interpret technical drawing
ELC724201 Use hand tools
ELC724202 Terminate and connect electrical wiring and electronic circuits
ELC724318 Install computer systems and networks
ELC724319 Diagnose and troubleshoot computer systems
ELC724320 Configure computer systems and networks
ELC724321 Maintain computer systems and networks

Signature of the certificate holder
Certificate No. **141102020524**

Issued on : **August 08 , 2014**
Valid until: **August 08 , 2019**



CLN-NQ-0552095


SEC. EMMANUEL JOEL J. VILLANUEVA
Director General

