



Roselle Joy Causing

Web Designer | WordPress Specialist | Bookkeeper | Virtual Assistant

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Bacolod City, Philippines

Skills

CSS | Hosting Platform Experience(Kinsta & Hostinger) |Domain Management (Setup/Point Domain, Add/Edit DNS Records) | Web Design | HTML | Responsive Design | Web Design Templates | Layout Design | Accounts Receivable | Bank Reconciliation | Accounts Payable | General Ledger Management | Cash Flow Management | Accounting | MS Office Expert

Work History

Web Designer & WordPress Specialist

Causing Designs, Bacolod City, Province Of Negros Occidental (Remote)

2020 - Current

- Designed highly engaging interactive user interfaces that complied with modern web standards.

- Designed user interface to meet client specifications.
- Optimized website performance with regular evaluations and adjustments to page load times, image optimization, and code efficiency.
- Increased online visitor engagement by incorporating interactive features like multimedia elements, animations, and call-to-action buttons.
- Managed hosting platforms (Kinsta and Hostinger) to ensure reliable website operation and performance.
- Proficient in domain management, including setup, domain pointing, and management of DNS records.

CSR Tech Support

Convergys Bacolod, Bacolod City, Province Of Negros Occidental
2021-04 - 2022-03

- Provided outstanding customer service and technical support via email for a website agency.
- Resolved issues related to HTML and CSS.
- Delivered prompt and effective troubleshooting solutions, ensuring seamless user experiences and client satisfaction.

Executive Assistant

Jay Simone Boutique, Georgia, USA (Remote)
2017 - Current

- Managed WooCommerce tasks with precision and efficiency.
- Added and updated products, uploaded images, and monitored variations for seamless shopping experience.
- Recorded transactions in WAVE and monitored affiliates' referrals.
- Provided financial insights through detailed accounting responsibilities.

General Virtual Assistant

Modern Talent Agency, Minneapolis, USA (Remote)
2019-10 - 2020-06

- Streamlined administrative tasks seamlessly.
- Handled new hire paperwork and compliance for training.
- Managed EIN's and supplier portals for smooth operations.
- Entered data for 3rd party portals, booking requests, rostering new hire candidates, and organizing interviews/meetings.

Education

Bachelor of Science: Accounting Technology And Bookkeeping

University of Negros Occidental - Recoletos - Bacolod City, Province Of Negros Occidental,
Philippines

2015-April