RHOVIC JAMES
QUEDDENG

FINANCE ASSISTANT

CONTACT

📞 +63966 388 3962

✉️ rhovicjames4@gmail.com

📍 Candon City 2710, Ilocos Sur

EDUCATION

2022 - Present

ILOCOS SUR POLYTECHNIC STATE COLLEGE - MAIN CAMPUS

- Bachelor of Science in Computer Science

TECH STACK

- Java
  — Experienced
- CSS
  — Skillful
- HTML
  — Expert
- Javascript
  — Experienced

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Tagalog (Fluent)
- Nihongo (Basics)
- Mandarin (Intermediate)

ABOUT ME

I'm a second-year Computer Science working student, passionate about technology and avid reader. I have a self-motivated and can-do attitude, thriving in challenging and dynamic environments. Seeking a competitive position to enhance my skills and contribute to a professional organization.

WORK EXPERIENCE

Ely's Journey Construction — Architectural and Engineering Services

2023 - PRESENT

Finance Assistant

- Data Entry: Update financial records, bills, and payments.
- Money Management: Track income, expenses, and budgets.
- Reports: Help create financial reports like income statements.
- Admin Support: Schedule meetings, answer finance-related questions.
- Software Skills: Use accounting software and spreadsheets.

On-site Timekeeper

- Record Keeping: They keep careful records of all those hours, making sure the right codes are assigned for each job.
- Lawful and Orderly: They make sure the site follows labor laws about work hours and breaks, keeping everyone out of trouble.
- Paycheck : Do the paychecks every payroll.
- Jobsite Documenter: They might help keep logs of daily activities and any incidents.

PROJECTS

Spotify-Clone

Spotify Clone is a web app developed using HTML, CSS, and JavaScript. It recreates Spotify's interface and features, allowing users to browse, search, and play songs, create playlists, and discover new music. Responsive design ensures a seamless experience on any device. Contributions are welcome!

Responsive-Weather-Forecast-Website

This project is a weather website that provides live weather updates and forecasts based on your location. Stay informed about current weather conditions, temperature, and more. Explore interactive maps, hourly/daily forecasts, and helpful insights. Stay ahead of the forecast and make the most of your day!

REFERENCE

Engr. Edward L. Yu

Ely's Journey Construction

Phone: +63935 925 8652

Email : elysjourney@const.com

Ar. Ruphy G. Viloria uap

SMC — Architecture and Designs

Phone: +6391 912 6356

Email : smc@builders.com