

# HARVEY B. VARELA

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## SUMMARY

Tech-savvy and creative Virtual Assistant with a background in Web Development, UI/UX, and Graphic Design. Dedicated to delivering high-quality support by combining strong organizational skills, attention to detail, and a user-focused mindset. Proficient in managing projects, streamlining workflows, creating visually compelling materials, and collaborating seamlessly with teams. Skilled in a wide range of digital tools and eager to help businesses stay productive and look professional online.

## EDUCATION

### Bachelor of Science in Information Technology

Aug 2020 - June 2024

Cebu Technological University Argao Campus

- Thesis on "TrooTea Management and Inventory System".

## PROFESSIONAL EXPERIENCE

### Web Developer, IT Support, UI/UX & Graphic Designer

July 2024 - July 2025

Local Government Unit — Municipality of Dalaguete, Cebu

- Designed, developed, and maintained the official municipal website, ensuring accessibility and mobile responsiveness.
- Created user-friendly interfaces and improved site navigation to make public services information more intuitive for citizens.
- Provided daily IT support for municipal offices, troubleshooting hardware, software, and network issues to minimize disruptions.
- Produced marketing collateral, infographics, and event posters that improved public engagement and strengthened the municipality's branding.
- Collaborated with department heads to digitize forms, streamline workflows, and improve service delivery.
- Tools & technologies: WordPress, HTML, CSS, Figma, Adobe Creative Suite, office productivity software.

## PROJECTS & DESIGN WORK

### Parsers Maintenance System | Academic Project | Completed November 2023

- Designed and developed a responsive, web-based maintenance request system for campus use, enabling faculty and staff to report and track classroom or facility issues (e.g., internet, ventilation, electrical) directly to the maintenance office.
- Supported mobile and desktop access via the campus's local network (IP-based domain).
- Tools & technologies: PHP, MySQL, Bootstrap, JavaScript

### TrooTea Management and Inventory System | Thesis Project (with Client) | Completed January 2024

- Built a custom management and inventory system for a local milk tea business in Dalaguete to streamline daily operations, monitor stock levels, and improve order tracking.
- Delivered a tailored, user-friendly solution that improved the shop's operational efficiency and reduced manual errors.
- Tools & technologies: PHP, MySQL, Bootstrap, JavaScript

### Human Resources Information System (HRIS) | Municipality of Dalaguete | Completed May 2025

- Designed and developed a comprehensive HRIS to manage employee records, leave tracking, and payroll-related data for the municipal government.
- Created user flows and prototypes in Figma before development to ensure an intuitive and efficient user experience.
- Built using PHP, Laravel with Livewire framework for a dynamic, responsive web interface.
- Improved HR department efficiency by digitizing manual processes and centralizing employee data.
- Tools & technologies: Laravel, Livewire, PHP, MySQL, Figma, Bootstrap

## PROJECTS & DESIGN WORK

### **Dalaguete Chess Club Official Logo | 2025**

- Designed the first official logo for the chess association, providing a recognizable and professional brand identity for community events and tournaments.

### **Dalaguete ExeCom Logo | 2025**

- Created a professional logo for the Executive Committee of Dalaguete, enhancing branding for their official initiatives and materials.
- Tools: Canva, Adobe Photoshop

## SKILLS

### **Web Development & Systems**

- PHP, Laravel, Livewire, MySQL
- HTML5, CSS3, Bootstrap, JavaScript
- WordPress design & maintenance
- Responsive web design & cross-browser compatibility
- Website & system deployment on local & live servers

### **UI/UX & Graphic Design**

- UI/UX design (wireframing, prototyping, user flows)
- Figma for design planning & user journeys
- Adobe Creative Suite: Photoshop, Illustrator
- Canva for fast branding & social media graphics
- Branding & logo design

### **IT Support & Administration**

- Hardware/software troubleshooting
- Network & local server setup
- Office productivity tools: Google Workspace, MS Office
- File organization & cloud systems (Dropbox, Drive)

### **Soft & Professional Skills**

- Project management & multitasking
- Problem-solving & user-focused mindset
- Strong communication & collaboration
- Time management & attention to detail