

JOHN KYLE CUADRA

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OBJECTIVE

Versatile professional with experience in IT (web & mobile development, QA support), Administrative Assistance (executive support, client communications, CRM management), Sales Support (lead generation & HubSpot outreach), and Graphic Design (branding, social media, event materials). Adept in leveraging technology, design, and organizational skills to support projects across diverse industries.

TECHNICAL SKILLS

- **IT & Development:** PHP, JavaScript, Python, React Native, Django, MySQL, PostgreSQL, REST APIs, Web Scraping (BeautifulSoup)
- **Design & Creative:** Canva, Photoshop, Illustrator, Premiere Pro, Figma, WordPress + Elementor, Branding & Layout
- **Admin & Productivity:** Google Workspace, Slack, HubSpot, SignWell, Data Entry, Bookkeeping, Scheduling, Client Support
- **Other Tools:** Git/GitHub, Jira, Google Sheets API, Zoom

PROFESSIONAL EXPERIENCE

IT Intern | PhilHealth Regional Office 10 – CDO, PH

Feb 2025 – May 2025

- Assisted in website development using PHP.
- Designed and optimized MySQL/PostgreSQL databases.
- Configured LAN connections and supported account troubleshooting.
- Performed basic hardware/software troubleshooting to minimize downtime.

Sales Support (Remote) | Redflag AI – Berkeley, CA

Dec 2024 – Feb 2025

- Assisted in website development using PHP.
- Designed and optimized MySQL/PostgreSQL databases.
- Configured LAN connections and supported account troubleshooting.
- Performed basic hardware/software troubleshooting to minimize downtime.

QA Support (Remote) | Redflag AI – Berkeley, CA

Nov 2023 – Aug 2024

- Run Python web crawlers to automate data scraping, reducing manual work by 70%.
- Collected and validated 300–500+ daily data points for ML models.
- Logged bugs via Jira, reducing issue resolution time by 25%.

Lead Researcher (Remote) | Aelite Business Consultancy

Feb 2024 – Aug 2024

- Researched and organized 300+ leads, improving campaign accuracy by 30%.
- Structured datasets in Google Sheets, accelerating analysis and reporting.

Administrative Assistant | StrongHold Digital Solutions – Remote

Feb 2022 – Jun 2023

- Researched and organized 300+ leads, improving campaign accuracy by 30%.
- Structured datasets in Google Sheets, accelerating analysis and reporting.

Financial Account Representative | Ubiquity Global Services PH

Aug 2022 – Feb 2023

- Researched and organized 300+ leads, improving campaign accuracy by 30%.
- Structured datasets in Google Sheets, accelerating analysis and reporting.

Freelance Graphic Designer | Various Clients & Orgs – Hybrid

Dec 2020 – Feb 2025

- Delivered 100+ creative assets (posters, social media graphics, promotional materials).
- Maintained branding consistency for community groups and businesses.
- Designed visuals for events, boosting engagement and visibility.

EDUCATION

Bachelor of Science in Information Technology	2021-2025
<ul style="list-style-type: none">University of Science and Technology of Southern Philippines Expected 2025	
Relevant Coursework:	
Computer Programming 1 & 2, Data Structures & Algorithms, Object-Oriented Programming, Web Systems & Technologies, Mobile Programming, Software Engineering, Information Management, Human-Computer Interaction, Purposive Communication, Accounting Principles	

CERTIFICATIONS

- Technical/IT:** Cisco Intro to Cybersecurity, Cisco Networking Basics
- Admin/Support:** HIPAA Security Awareness, Basic Customer Service, General VA Skills, Data Entry, Bookkeeping
- Creative/Marketing:** Basic Graphic Design, Basic Digital Marketing, Content Writing
- Other Tools:** Ops Tool Training, AI Toolkit for Virtual Assistants

LEADERSHIP & COMMUNITY INVOLVEMENT

Youth Leader & Designer Chapel Youth Organization	2021-2023
<ul style="list-style-type: none">Led youth events, designed promotional graphics.	
Parish Youth Executive Secretary	2022-2023
<ul style="list-style-type: none">Coordinated events & created content for parish-wide activities.	
Volunteer Technical Support & Poll Assistant	2022-2023
<ul style="list-style-type: none">Volunteered for transparent voting, led the digitalization of ballot counting	
City Scholar (Iskolar sa Dakbayan)	2021-2025
<ul style="list-style-type: none">Scholarship leader; served as Barangay Officer, Committee on Communications (designed publication materials, managed announcements).	