

EDJAY S. CAPAROS

INFORMATION TECHNOLOGY PROFESSIONAL



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PROFILE

I'm an IT professional specializing in web design and frontend development, with hands-on experience in database management and building conversion-focused websites. I bring both creative thinking and analytical problem-solving, collaborate well with teams, and pay close attention to detail.

SKILLS

- Web Developer
- Web Designer
- Software Developer
- Graphics Designer
- Video Editor
- Funnel Builder
- SEO Specialist

EXPERIENCE

VIRTUAL ASSISTANT

Obed Digitals - 2025

I have experience as a Virtual Assistant using GoHighLevel to build websites, funnels, and automations based on client workflow needs to gain more leads, managing social planner scheduling and posting to maintain consistent content delivery across platforms, and editing videos and graphics for social planner content while supporting digital operations and client-facing tasks with a focus on execution quality and conversion-focused outcomes.

INTERNSHIP

JC Hotel & Convention Center/ JC poultry Farm - 2024

During my internship, I built a Poultry Farm Management System focused on daily operations, record tracking, and workflow organization. I handled both frontend implementation and database structure to make the system practical for real users.

STUDENT CLIENTS

South East Asian institute of Technology Students - 2023 to 2025

I also developed other software projects for student clients based on their specific requirements. These included custom features, user-friendly interfaces, and backend logic aligned with each project's purpose.

EDUCATION

SECONDARY SCHOOL

Tupi National High School
2020-2021

BACHELOR OF TECHNOLOGY

South East Asian Institute of Technology
2024-2025