Niel Arwin Joseph Vicarme

Administrative Assistant
Websites and Automation



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Cebu City, Philippines

PROFILE

I help businesses keep administration organised, records accurate and documents professional. With 3+ years in data management and reporting, I also create WordPress and Webflow websites and build n8n and Zapier automations to streamline everyday work.

TOOLS

Websites

WordPress, Webflow

Automation

n8n, Zapier

Data and reporting

Excel (advanced), SQL, Airtable

Documents and collaboration

Word, PowerPoint, Google Workspace, Slack

Creative and communication

Canva, Adobe Photoshop, RingCentral, Calendly

LANGUAGES

English and Filipino

WORK EXPERIENCE

Part-Time Administrative Assistant

Cura Technologies | Apr 2025 - Present

- Create and redesign client websites using WordPress and Webflow; publish and update website content.
- Build workflow automations using n8n and Zapier.
- Format documents, create templates, organise files, prepare presentations and conduct business research.

Data Entry / Payment Analyst

PearlPay | 2022 - Oct 2025

- Analysed financial transactions, maintained payment records and prepared weekly and monthly reports.
- Improved data accuracy through documentation standards and supported teams with reporting tasks.

Back Office / Email Support

Task Everyday | 2020 - 2021

- Handled international client email enquiries and administrative tasks; prepared customer and sales reports.

Logistics Coordinator

Teletech | 2019 - 2020

- Validated orders, tracked progress in Excel and kept clients informed of order status.
- Coordinated with warehouses and couriers to support accurate fulfilment and timely delivery.

Technical Representative

Convergys | 2016 - 2018

- Provided phone and email support for software installation, configuration and technical issues.
- Guided customers through troubleshooting and maintained CRM records for follow-up.

EDUCATION

Bachelor of Science in Information and Communication Technology

Cebu Technological University

2012 - 2016

SKILLS

- Administrative and document support
- Data entry, accuracy checks and reporting
- Website creation and workflow automation
- Research, customer service and coordination