



NICK NARRY S. MENDOZA

CONTACT

Phone: 09459959557

Email: mendozanicknarry@gmail.com

Location: Santa Cruz, Laguna

Portfolio: myportfolio-
nickmendoza.vercel.app

CORE TOOLS

- Google Docs / Sheets
- Canva
- Microsoft Word
- HTML / CSS
- JavaScript
- React.js / Next.js
- PHP / Node.js
- Firebase / Supabase
- XAMPP / Vercel

REMOTE WORK FIT

- Part-time availability
- Beginner-friendly roles
- Trainable and reliable
- Detail-oriented checking
- Clear written updates

TARGET ROLES

- Web Support Assistant
- Virtual Assistant
- Data Entry Assistant
- QA / Website Tester
- Junior Front-End Assistant

Nick Narry S. Mendoza

Computer Science Student | Web Support | Virtual Assistant

Santa Cruz, Laguna | 09459959557 | mendozanicknarry@gmail.com | Portfolio

PROFESSIONAL PROFILE

College student and entry-level remote work candidate with hands-on academic experience in web systems, front-end tasks, documentation, website testing, content formatting, and deployment. Looking for part-time work-from-home roles where I can provide reliable support, follow instructions carefully, and grow through training-based tasks.

WHAT I CAN HELP WITH

Website Support: Update text/images, format pages, review layout, check links

Data Entry: Encode information, organize spreadsheets, verify simple records

QA Testing: Check website errors, usability issues, broken links, and inconsistencies

Front-End Tasks: Assist with HTML, CSS, JavaScript, React.js, and responsive UI

Virtual Assistance: Online research, file organization, basic admin support

Content Support: Format blog posts, documents, captions, and simple page content

Design Support: Create simple Canva designs and clean document layouts

Documentation: Prepare clear notes, reports, and task updates for review

SELECTED PROJECTS AND PRACTICAL EXPERIENCE

• **ReaDirect:** Academic web system work involving learner activities, documentation, testing, UI checking, and system support.

• **Portfolio Website:** Built and deployed a personal portfolio website using modern web tools and Vercel hosting.

• **Website Support Practice:** Able to update content, review page layouts, check links, and report issues clearly.

EDUCATION

Laguna State Polytechnic University - Santa Cruz Campus | Bachelor of Science in Computer Science **2023 - Present**

Laguna State Polytechnic University - Santa Cruz Campus | Information and Communication Technology **2021 - 2023**

Pedro Guevara Memorial National High School **2017 - 2021**

CERTIFICATIONS, TRAINING, AND PARTICIPATION

• **Udemy React JS course** - Certificate

• **CodeChum Software Engineering I** - Certificate

• **DICT Data Privacy Awareness** - Certificate / participated in training

• **DICT Prompt Engineering** - Certificate / participated in training

• **Digitalino and Hour of Code** - Participated in activities

• **AI-Driven Seminar** - Participated in seminar

ACTIVITIES AND WORK STYLE

Auditor (2025-2026); participated in Inter-Strand Advocacy Video Making Contest, CCS Days event, Valentine event, college multimedia activity, Career Guidance and Employment Coaching, and ESTP Training.

WORK STYLE

Reliable

Follows instructions and deadlines

Careful

Checks details before submission

Trainable

Open to feedback and new tools

Available for part-time remote work, beginner-friendly roles, and training-based support tasks.

