DARIL QUERVO

Virtual Assistant · Web & App Developer

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PROFILE

English-speaking virtual assistant with a rare edge: I'm also a self-taught developer with six apps published to the App Store and Google Play and three live websites. I handle inbox, calendar, data, research, and customer support — and the tech tasks most VAs can't: website fixes, automations, and tool integrations. Currently in Japan under the Philippine government's official skilled-worker program (TITP), where daily work to Japanese precision standards has sharpened my punctuality, accuracy, and follow-through.

SERVICES

Administrative

Inbox & email management · Calendar & scheduling · Data entry & spreadsheets · Web research · Customer support (email/chat) · Social media posting · Document & slide preparation

Technical (my edge)

Website updates & bug fixes · Workflow automations · Publishing to App Store & Google Play · Simple app development · Connecting business tools

TOOLS

Google Workspace · Microsoft Office · Zoom · Slack · Trello · Asana · Notion · Canva · HTML / CSS / JavaScript · Git & GitHub · VS Code · Xcode

EXPERIENCE

Founder & Developer — DarskeeWorks (app & web studio) Current

- Self-taught; designed, built, and published 4 Android and 2 iOS apps, plus 3 live websites.
- Manage the full client cycle solo: scoping, quotes, delivery, and post-launch support — in English, across timezones.

Carpenter — ICHIJO Homes, Japan (via TITP program) Jun 2024 – Present

- Assemble earthquake-resistant modular homes to millimeter-level precision under Japanese quality standards.
- Daily documentation, checklists, and deadline discipline — habits I bring to every client task.

Carpenter — 8Dees Construction, Philippines Nov 2019 – Jun 2023

- Delivered projects on time and on budget; collaborated directly with clients on requirements.
- Trained and supervised junior carpenters.

Store Maintenance Technician — Leylam, Cebu Oct 2017 – Sep 2019

- Multi-trade support for retail kiosks (electrical, carpentry, plumbing) with minimal disruption to operations.

Production Maintenance Technician — Toyoflex Cebu Corp. Oct 2011 – Oct 2017

- Installed and maintained electrical power systems for heavy production machinery to load and safety standards.

CERTIFICATIONS & LANGUAGES

Registered Master Electrician (Philippines) · Backhoe Operator NC2 · Certified power-tool safety
English (fluent) · Japanese (JLPT N4) · Tagalog · Cebuano (native)

AVAILABILITY

Based in Japan (JST): overlaps US evenings, AU/NZ business hours, and EU/UK mornings. Async-friendly — clear written updates, replies within 1–2 days, usually same day.