Eirene Grace Q. Armilla

armilla.eirenegrace@gmail.com
09281446745
Bangkal, Makati City
Portfolio: https://ae-portfolio-psi.vercel.app/

SUMMARY

Detail-oriented and proactive professional with hands-on experience in web design/development and administrative support. Skilled in creating responsive, user-friendly websites and supporting office operations with strong organizational and communication skills.

PROFESSIONAL SKILLS

- Web Design/Development   - Front-End Development   - Google Workspace
- UI/UX Principles   - QA Documentation   - Time Management
- Project Management   - Prototyping   - Collaborative
- SEO Optimization   - Data Entry   - Organizational

EXPERIENCE

Freelance Web Designer/Developer - SDEV Technologies, City of Manila   July 2025 - September 2025

- Design and develop responsive websites based on client requirements
- Generate QA Documentation on the client's website
- Developed wireframes, mockup and prototypes; conducted usability testing for improved navigation and accessibility
- Managed and update client's data and website content with accuracy and consistency

Web Designer/Developer Intern - SDEV Technologies, City of Manila   February 2025 - May 2025

- Design and develop responsive websites based on client requirements
- Ensure user-friendly interfaces with a focus on functionality and visual appeal
- Optimize website performance across various devices and browsers

Admin Assistant Intern - Makati Internship Program, Makati City   August 2024 - October 2024

- Assisted the admin team with various tasks, including responding to student inquiries and managing correspondence
- Maintained organized filing systems to ensure efficient record-keeping
- Gained insights into daily office operations and contributed to a positive, productive work environment

EDUCATION

University of Makati   August 2025
Bachelor of Science in Information Technology (Information and Network Security Elective Track)

STI College Pasay-Edsa   March 2020
Technical-Vocational-Livehood Track (IT in Mobile Application and Web Development)

CERTIFICATIONS

English for IT 1 — Cisco Networking Academy   May 2025

Mastering Techniques: Unlocking Success in Your Software Development Process   January 2025

Seminar and Workshop in Cybersecurity — Erovoutika Robo2lution   October 2023

Inspiring a Safe and Secure Cyber World (Network Security) - Coursera