

ALEXIS PREX B. DE GUZMAN

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SKILLS SUMMARY

Programming and Web development

- Developed a responsive, mobile-friendly portfolio website using HTML5, CSS3, Bootstrap 4, and JavaScript, hosted on GitHub.
- Demonstrated my skills in web development by independently designing and developing my first portfolio website using HTML, CSS, and JavaScript, which I hosted on Vercel.
- Developed a Course Booking API using Node and Express.js, utilizing Postman for API testing and MongoDB (a NoSQL database) with Robo3T for data storage and management, and deployed this API on Render for hosting and deployment.

Leadership

- Demonstrated strong leadership skills by supervising and directing a team of 10-15 employees in daily operations, delegating tasks, and providing guidance to ensure optimal productivity and quality standards.
- Demonstrated leadership and initiative by creating a new and organized Discord server for a coding Bootcamp class, enabling batchmates to communicate more effectively and collaborate on upskilling activities and capstones.

WORK EXPERIENCE

APAP Trading Co.

Manager & Co-owner • 2017 - February 2023

- Facilitated end-to-end operations of the company, from liaising with suppliers and managing raw materials, to overseeing production, quality assurance, and timely deliveries.
- Directed and supervised a team of 10-15 employees, providing clear instructions and delegating tasks to ensure optimal productivity and efficiency.
- Communicated with clients on a regular basis, discussing pricing, product specifications, lead times, and updates to maintain positive relationships and ensure customer satisfaction.
- Managed billing and payment processing for the company, ensuring accuracy and timely delivery of invoices.

EDUCATION

Zuitt Web Developer Program

Main Course Package [Currently Attending]

May 3 - July 2023

University Of Santo Tomas

Bachelor of Science in Business Administration Major in Marketing Management

August 2013 - June 2017