

# 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.

### 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