



ARMANI A. DUQUE

EDUCATION BACKGROUND

Bachelor of Science in Computer Science (2015)

Microcity College of Business and Technology

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SKILLS

- Data Entry
- Lead Generation
- Email Marketing
- Social Media Management
- Graphic Design
- Video Editing
- Messenger Marketing
- HTML, CSS, JAVASCRIPT
- OOP PHP, MYSQL

TOOLS

- Google Suite
- MS Office
- Trello
- Slack
- Loom
- Canva Pro
- Adobe Photoshop
- Wondareshare Filmora
- Manychat
- Wix
- Wordpress
- D7 lead Finder

WORK EXPERIENCE

April 16, 2024 - Present | Montemar Beach Club

IT Specialist / Data Protection Officer

Key Skills and Responsibilities:

- **System Development:** Design, develop, and implement a data privacy system using PHP, HTML, CSS, and JavaScript.
- **CCTV Systems:** Installation, maintenance, and monitoring of CCTV systems to ensure security and surveillance.
- **Network Infrastructure:** Management of internet, WiFi, and telephone networks, including troubleshooting and optimization.
- **Email Systems:** Administration and support of employee email accounts, including security and data privacy.
- **System Servers:** Maintenance and administration of system servers, including updates, backups, and security patches.
- **IT Troubleshooting:** Diagnosis and resolution of IT-related issues, including hardware, software, and network problems.
- **IT Inventory:** Management of IT equipment inventory, including tracking, procurement, and disposal.
- **IT Support:** Providing technical support to hotel staff and guests.

Data Protection Officer Duties

- **Data Privacy Compliance:** Ensure compliance with data protection regulations (e.g., GDPR, CCPA).
- **Data Privacy Policies:** Develop, implement, and maintain data privacy policies and procedures.
- **Data Breach Response:** Manage and respond to data breaches in accordance with legal requirements.
- **Data Subject Requests:** Handle data subject access requests (DSARs), rectification requests, and erasure requests.
- **Data Impact Assessments:** Conduct data protection impact assessments (DPIAs) for new projects or initiatives.
- **Data Privacy Training:** Provide data privacy training to employees.
- **Liaison with Authorities:** Act as the primary point of contact with data protection authorities.

April 16, 2023 - April 2024 | Authority of Freeport Area of Bataan (AFAB)

CCTV Operator (Command Center)

- Provided heightened security surveillance during visits from VIPs and Distinguished Guests; followed and enforced established protocols and procedures.
- Reported/unreported suspicious vehicles, packages, and persons on the interior or exterior perimeter of AFAB.
- Monitored security cameras, on multiple screens and monitors, for 8-hour shifts up to 7 days a week and reported illicit activities revealed by cameras / CCTV.

WORK EXPERIENCE

- Monitored vehicle accidents, access and entry control point issues, and audible/visible gunfire/explosions in the sector.
- Assessed ongoing, critical situations in view of potential threats and maintain operations within company guidelines and mandated procedures.
- Troubleshoot and Configure CCTV cameras, POE, and line connection
- Knowledgeable in CCTV Applications Software, VDGI, BOSCH, GEOVISSION, HIKVISSION

April 2018 - January 2023 | The Oriental Bataan Hotels and Restaurant

IT Supervisor

- Set up workstations with computers and necessary peripheral device (routers, printers etc.)
- * Check computer hardware (HDD, mouse, keyboards etc.) to ensure functionality
- * Install and configure appropriate software and functions according to specifications
- * Provide orientation and guidance to users on how to operate new software and computer equipment
- * Organize and schedule upgrades and maintenance without deterring others from completing their work
- * Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
- * Maintain and repair technological equipment (e.g. routers) or peripheral devices
- * Perform regular upgrades to ensure systems remain updated
- * Troubleshoot system failures or bugs and provide solutions to restore functionality
- * Troubleshoot telephone line
- * Installation and Troubleshooting CCTV

Nov 2022 - Jan 2023 | Tower Session (Bar and Grill Restaurant)

Graphic Designer and Video Editor

- Create graphic designs and videos for menu, promotions, and services, updating monthly to increase customer engagement. Produced successful restaurant promo videos boosting online presence and social media interactions. Developed AI chatbot to provide automatic responses to customer inquiries, saving time and effort.

Nov 2021 - December 2022 | Bok D Creation (Installer and Graphic Product)

Social Media Manager - Graphic Designer and Video Editor

- Produce graphic designs for promotions and services to increase sales and customers. Developed content and graphics for social media, boosting online presence and engagement. Created an AI chatbot to provide automatic responses to customer inquiries, saving time

Jan 2019 - January 2023 | The Oriental Bataan Hotels and Restaurant

Graphic Designer and Video Editor

- Designed and produce print collateral, including posters, event invitations, restaurant menus, tarpaulins, signage, event tickets, hotel promotions, and calling cards. Create digital graphics, social media content, and event videos using event pictures. Continuously strive to improve design appeal and impact on sales and customer engagement while staying current with design trends.

WORK EXPERIENCE

Jun 2021 - January 2023 | Pinoy Homebased Definitive & Deft Society

Business Development

- Data Entry Specialist: Support all administrative work and make sure all is executed in position and no error
- Lead Generation Task: Providing thousands of credible Leads from different industries to become prospects and to my client to offer their services.
- Email Marketing: Providing five phase email funnel with strict observance of the group's branding guidelines. To provide an overview of my client services.
- Social Media Management: Planing and schedule compose articles with extensive research and design graphics to produce high-quality content that generates many engagements and reactions.

December 2015 - July 2016 | · LEXORSOFT IT SUPPORT CONSULTANCY

Web Designer and Developer

- Web developer responsibilities include building our website from concept all the way to completion from the bottom up, fashioning everything from the home page to site layout and function.
- Write well-designed, testable, efficient code by using best software development practices
- Create website layout/user interface by using standard HTML/CSS/JAVASCRIPT practices
- Integrate data from various back-end services and databases
- Gather and refine specifications and requirements based on technical needs
- Create and maintain software documentation
- Be responsible for maintaining, expanding, and scaling our site
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities
- Cooperate with web designers to match visual design intent