




FRANCIS C. IGLESIAS



WEB DESIGNER AND WORDPRESS
DESIGNER


ABOUT ME

A highly motivated, confident and a hardworking person who never stops until the task are done. A quick learner, once I learned I work quickly and efficiently. Motivation and inspiration keeping me to work hard and push my self to the limits.

CONTACT

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dos Pasong, Kawayan 2 Gen Trias,Cavite.

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francis iglesias

INTEREST



INTERNET



TRAVEL



READING



DIY

APPS & TOOLS

MICROSOFT AND GOOGLE.

SOCIAL MEDIA MANAGEMENT TOOLS.

E-COMMERCE TOOLS.

ADOBE PHOTOSHOP & ADOBE
PREMIERE PRO.

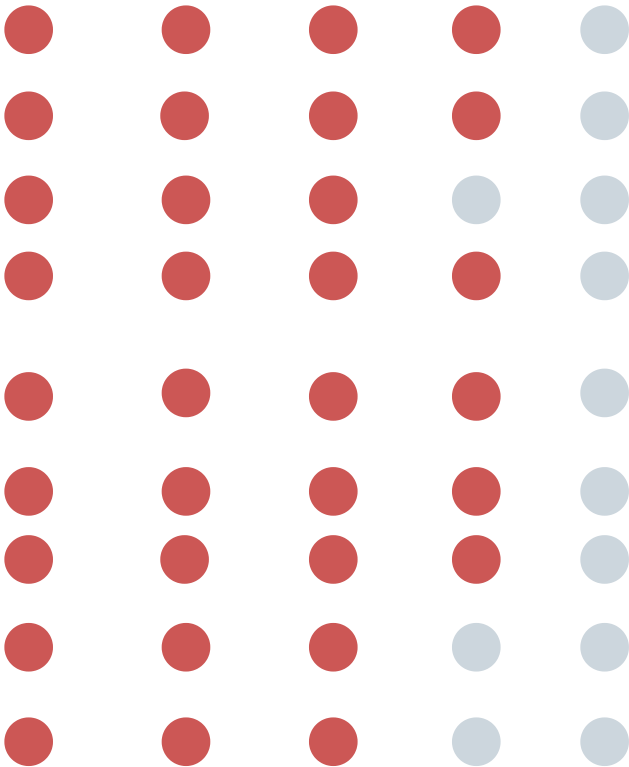
CANVA.

EMAIL AND CHAT.

SOFTWARE TOOLS.

BUSINESS APPS AND DIGITAL STORAGE.

COMMUNICATION.
(SKYPE, SLACK, ETC.)



WORDPRESS DEVELOPER SKILLS

- Wordpress Theme development to bootstrap .
- Theme and plugin installation.
- Plugin development.
- Page builders: Elementor.
- PSD to HTML5.
- Web design: UX, UI, site architecture.
- SEO (Website Optimization).
- Content Management Systems (CMS).
- Actions and filter changes in PHP.

SOCIAL MEDIA SKILLS

- Graphics design and Video.
- Analytical skills.
- Creativity.
- Understanding trends.
- Adobe Photoshop for Social media graphics, Manipulation, Compositing, Retouching, Blur Effect.
- Adobe Photoshop for Making banner ads, summer ads, brochures, posters and media Graphics.
- Canva for graphics.

DESKTOP SUPPORT SKILLS

- Installing windows 10 operating system.
- Installing Microsoft office and Anti virus.
- Reformatting.
- Basic Networking.
- troubleshooting windows 10.
- desktop assembly parts.

FRONT END WEB DEVELOPER SKILLS

- HTML-HTML5 Tags=header,nav,ul,li,div,id,section,form,footer,input type. and many more tags.
- CSS- CSS3, Flexbox and CSS Grids Positioning, layout
- Javascript-ES6
- Responsive design.
- Color Theory.
- Typography.
- User Experience (UX).

DATA ENTRY SKILLS

- Daily tasks for Microsoft Office.
- Administrative skills.
- Filing.
- Computer and technical skills (including software knowledge).
- Proficient typing.
- Organizational and time management abilities.
- Communication (written and verbal).

MY PORTFOLIO WEBSITE

- <https://sites.google.com/view/francisiglesias/home>

MY WEBSITE SAMPLE I CREATED IN WORDPRESS

- <http://www.richmoneytree.com/francisjkgym/>
- <http://www.richmoneytree.com/FrancisSmithStylez/>

CAREER

WORDPRESS WEB DEVELOPER

R.A SMITH HOLDINGS LLC

(On call Projectbased)

JANUARY 15,2021 UP TO PRESENT

- Designing and creating websites for clients.
- Creating subdomains.
- Woocommerce and Ecommerce Website design set up payment methods.
- Designing banners using adobe photoshop.
- action and filter Changes with PHP.
- Elementor page builder and beaver page builder changes in blocks.
- CSS custom changes.
- Page Optimization in with Yoast SEO.

RECEIPT AUDITOR

G4S International Kuwait. February 2010 to March 20,2020

- Entering daily customer sales details into cash management system.
- Provision of daily and monthly summary and detailed reports for General Management.
- Data entry work.

RECONCILIATION STAFF

- Record incoming and outgoing cash effectively on a daily basis.
- Follow standard procedures to improve efficiency in Cash collections.
- To check and to recount cash collections, vouchers.

CASHIER/SALES ASSOCIATE

The Concept Company Ltd/ the Number 4 Kuwait (Retail outlets specializing in brand name

clothing from Paris, London and Rome)

November 12, 2011 to October 30, 2012

- Assisted customers with product selection and queries
- Set up Store displays
- Handled inventory and stocks
- Managed shelf stocking and pricing activities
- To arrange and to assist the models clothes when there is a photo shoot.
- To write the compositions and descriptions of each items.

OFFICE ASSISTANT

Al Soor Al Kuwait assigned to National Bank of Kuwait

November 18, 2006-May 24, 2011 Kuwait.

- Performs as office assistant.
- Performs some photocopying faxing of some legal and confidential documents.
- monitor and maintain office supplies.
- To set up arrange the computers and tables when there is a meeting.

MERCHANDISER

Co mark International Inc, Philippines
June
5, 2005-Oct 15, 2006

SALES UTILITY CLERK

Surplus Shop SM Bacoor, Philippines
March 2002-August 2002

SERVICE CREW

Jollibee Imus Food Corp, Philippines
November 1998-April 1999

SALES DEMONSTRATOR

Sports House Leisure Inc, SM South Mall
Las Pinas, Philippines
December 1997 - June 1998.

CERTIFICATE IN WEB DESIGNING

-ITP KUWAIT INFORMATION
TECHNOLOGY PROFESSIONALS.
SEPT 20 TO NOVEMBER 1 2008.

CERTIFICATE OF ATTENDANCE IN WEB
DESIGN WORKSHOP 1. HTML, CSS AND
JAVASCRIPT.

CERTIFICATE IN PHOTO EDITING

-UDEMY OCT 3, 2020.

CERTIFICATE OF COMPLETION IN
PHOTO EDITING
IN ADOBE PHOTOSHOP 2020.

EDUCATION

SOUTHERN LUZON COLLEGE DASMARINAS

S.Y June 2001-December
2003

-B.S Computer Science (Undergraduate) 2
Years Attained

IMUS INSTITUTE NATIONAL HIGHSCHOOL

S.Y. 1993-1997

Imus, Cavite

CERTIFICATE IN WEB DEVELOPMENT

-CERTIFICATE OF COMPLETION IN SQL DATABASE FUNDAMENTALS

Microsoft Virtual academy
Microsoft learning group experience
April 8, 2018

Certificate of Completion in
Oracle Database for Developers using
SQL.
Oracle Devgym.
May 15, 2018

Certificate in Html Fundamental course
June 17, 2016
Solo learn.

Certificate in CSS(CASCADING STYLE
SHEET) course.
October 13, 2019
Solo learn.

Certificate in JavaScript Basic course
August 19, 2016
Solo learn.

CERTIFICATE IN GOOGLE SHEETS

**CERTIFICATE OF COMPLETION IN
GOOGLE WORKSPACE**

CERTIFICATION: SHEETS PART 1
GROW WITH GOOGLE OCT 10, 2020.

**CERTIFICATE OF COMPLETION IN
GOOGLE WORKSPACE**

CERTIFICATION: SHEETS PART 2
GROW WITH GOOGLE OCT 14, 2020.

**CERTIFICATE OF COMPLETION IN
GOOGLE WORKSPACE**

CERTIFICATION: SHEETS PART 3
GROW WITH GOOGLE OCT 15, 2020.

CERTIFICATE IN GOOGLE DOCS

**CERTIFICATE OF COMPLETION IN
GOOGLE WORKSPACE CERTIFICATION:**

DOCS PART 1
GROW WITH GOOGLE OCT 21, 2020.

**CERTIFICATE OF COMPLETION IN
GOOGLE WORKSPACE CERTIFICATION:**

DOCS PART 2
GROW WITH GOOGLE OCT 21, 2020.

CERTIFICATE IN COMPUTER TECHNICALS

**-TECHNICAL EDUCATION AND SKILLS
DEVELOPMENT
ACCREDITED (TESDA)**

**CERTIFICATE OF COMPETENCY IN
COMPUTER SYSTEM SERVICING NCII
VALID UNTIL MAY 5,2022.**

CERTIFICATE IN MANAGEMENT TRAININGS

**International Institute of
Computer Science & Administration.
2016 to Feb 17, 2017.**

**-Office Management.
Secretarial Procedures, Customer
Service, Time Management,
Correspondence,
Meetings.
Dec17,
-**

CERTIFICATE IN SOCIAL MEDIA MARKETING

**CERTIFICATE OF COMPLETION IN
SOCIAL MEDIA MARKETING
MASTERCLASS.**

SKILL SUCCESS- 24 FEBRUARY 2021

CERTIFICATE IN UI/UX AND WEB DESIGN USING ADOBE XD

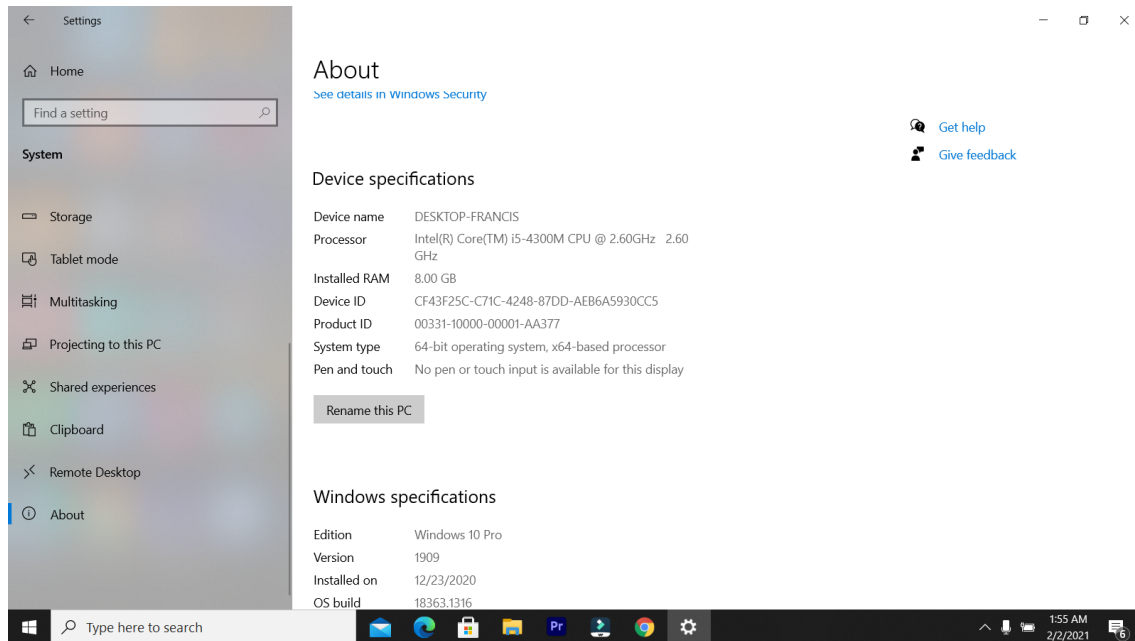
**CERTIFICATE OF COMPLETION IN
UX UI AND WEB DESIGN USING ADOBE
XD**

SKILL SUCCESS- 29 JULY 2021

REFERENCES:

**Dennis benigno- Marketing director.
Megaworld international.
Phone: 0917 814 8408
Email: dennis.benigno@gmail.com**

My desktop specification



My internet speed Connection

