

Jeane Agatha Doctor

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Objectives

Passionate front-end web developer aiming to create visually appealing and intuitive user experiences. Seeking a role where I can utilize my expertise in HTML, CSS, and JavaScript to craft engaging web interfaces and contribute to the enhancement of user interaction.

Education

STI College Bacoar, STI Building, Tirona Highway, Bacoar City, Cavite, Philippines
Bachelor of Science in Information Technology

AY 2013 – 2017

Work Experience

E-commerce Support Staff, Service Solutions Multi-Purpose Cooperative Quezon City
client Mind Alliance Ventures Inc. (Memoxpress) Binondo, Manila, E-commerce Dept.

(July 2017 – February 2023)

- Developed the e-commerce website of Memoxpress using WordPress.
- Developed the user interface using Divibuilder and customized using CSS.
- Handled and managed our Online Stores in Shopee, Memoxpress Online, Latest gadget and SM Online.
- Managed Inventory of products and update the products.
- Created and designed product images, shop banners and other materials for effective sales improvement.
- Designed and arranged shop banners, products, product categories, & decorated the entire shop to achieve the team sales goal.
- Created chat broadcast promotions that will help boost our sales.
- Handled product's technical concern inquiries.
- Assisted in customer service related support voice and non-voice.
- Managed the website platform of Bolttech Replacement Account and processed the over-all order fulfillment process.
- Entered Sales data accurately in our MIS platform.

Undergraduate Work Experience

Releasing Officer and Data encoder City Government of Bacoar, Mayor's Office Department

(December 2016 – March 2017)

- Handled troubleshooting the computer and encodes all the data that was recorded from their record book.
- Coordinated with the releasing officer to release the guaranteed letters, social case study reports and endorsement letters to the clients correctly and rapidly.
- Sorted and filed the released guarantee letters of the clients orderly.

Skills

TECHNICAL

- eCommerce Platforms. WooCommerce, Shopee, Lazada, SM Online.
- MS Office. Word, Excel, Access, PowerPoint.
- Programming Skills. MySQL, MS SQL Server, C#, Java.

PERSONAL

- Team Player
- Problem-Solving Skills
- Creativity

- Graphical. Photoshop, Illustrator.
- Operating Systems. Windows Server.
- Web. HTML, CSS, JavaScript, WordPress, CMS.

- Attention to Detail
- Flexibility
- Interpersonal Skills

Achievements

- **Most Improved Employee** – My Shopee handled account Samsung Official Store has contributed the most sales in Memoxpress' online stores. Also the Shopee account alone has the most sales versus our other online platforms of Memoxpress.
- **Awarded for Outstanding Thesis Award A Thesis entitled: "Development of Computer Aided Instructions in Basic Reading and Writing for The Grade-3 Students of St. Michael's Institute"** - Designed and developed an educational game, video lessons, and collaborated on the documentation. Students can improved and enjoy learning their basic reading and writing through this software they can watch video lessons and after that they will take quiz and assessments. The student can also track their scores or status to improve. The teachers could track the results of the students if the students improved their basic reading and writing.
- **Awarded the BSIT Team "Group Presentation Champion", "Overall Winner Champion" & "Best in Float"** – at College Week Culminating Activity (October 2016). Collaborated & designed the costumes of the actors, props, background and float.
- **Awarded "Best in Float" the BSIT Team** - at College Week Culminating Activity (2015). Collaborated & designed our float.

References

Available upon Request.