

LEAH TAJON

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SUMMARY

Highly motivated and dedicated web developer with administrative experience seeking a position to utilize my technical skills and creativity in the development of websites and web applications. Proficient in HTML, CSS, Python, JavaScript, and other various web technologies. Possesses excellent problem-solving skills and is eager to learn new technologies and programming languages.

SKILLS

- **Proficiency in programming languages:** HTML, CSS, JavaScript, and Python
- **Understanding of web development tools and software:** Git, Github, Visual Studio Code, and other development tools.
- **Strong problem-solving skills:** The ability to debug code, identify issues, and provide solutions.
- **Experience with responsive design:** Building websites that are optimized for mobile devices and tablets.
- **Creativity and attention to detail:** Creating visually appealing and functional websites that are user-friendly and easy to navigate.

EDUCATION

September 2020 – Present

Bachelor of Science in Professional Studies, BRIGHAM YOUNG UNIVERSITY - IDAHO

- **Certifications:** Web and Computer Programming Certificate

June 2005 – April 2009

BS Information and Communications Technology, PANGASINAN STATE UNIVERSITY

- **Activities and Societies:** Business Manager, Society of Young Programmers and Envisioners, Working Committee, Information and Communications Technology 2K8, Thesis Leader, Project Development 1 and 2

EMPLOYMENT

February 2018 – January 2020

Administrative Assistant, SEMINARIES AND INSTITUTE OF RELIGION

- Identified and implemented workflow efficiencies, saving up to 25% time on due diligence processing with 95% accuracy rate.
- Mastered utilization of client management tools in 30 days, training 12 personnel in the department on proper application and usage.
- Improved meeting efficiency by 30% through the introduction of new meeting facilitation techniques and tools.

PROJECTS

1. **Personal Portfolio Website** – Built a personal portfolio website showcasing my skills and projects. The website was build using HTML, CSS, and JavaScript and includes sections such as About Me, Skills, Portfolio, and Contact.
2. **Chamber of Commerce Website** – Utilized my design and web development skills to redesign a local chamber of commerce website, resulting in a more user-friendly and informative experience.

OTHER ACHIEVEMENTS AND INTERESTS

- **Languages:** Filipino/Tagalog and English
- **Certifications:** Basic Accounting Certificate, Pathway Connect Certificate
- **Interests:** Reading books, watching true crime series, swimming, and exploring new restaurants.