



# Alexis Portillo



The most important thing for me is **the word**, I am **responsible, punctual**, when working as a team I use a **good work environment** and always want to learn more to offer a **better service**.



+1 786-299-3194



alexisjpruz@gmail.com



8780NW 116th Path.,  
Medley, FL 33178



<https://xiglas.com/>

## EXPERTISE

- \* Email Marketing
- \* Positioning in google (SEO).
- \* Digital Marketing.
- \* Microsoft Office
- \* MultiTask
- \* Management Skills
- \* Strong Communication
- \* Problem-Solving
- \* administrative assistant

## EDUCATION

Industrial Engineer.

Web Developer - Full Stack

## PROFESSIONAL SUMMARY

- \* I have 4 years of experience as a web designer, working with **WORDPRESS, HTML, CSS, JAVASCRIPT**.
- \* I handle all types of **CMS**, but I am an expert in **WORDPRESS**.
- \* **SEO Manager** in management of tools such as **Google Analytics, Google Ads** campaigns and **SEM** positioning strategies.
- \* Management of different Customer relationship management (**CRM**).
- \* Management of **NOTION**, organizational tools including task management, project tracking, to-do lists, and bookmarking
- \* Management of **JIRA**, agile project management tool.
- \* Prototyping **UX/UI** interfaces in **Figma**.

## PROJECT

Xiglas - Web Agency

2020-PRESENT

<https://xiglas.com/>



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## EDUCATION

### Industrial Engineer.

2011 - 2016

- \* Santiago Mariño Polytechnic Institute,  
Venezuela — University

### Web Developer - Full Stack

2021

- \* CODERHOUSE, Online — Course

### JavaScript programming language.

2021

- \* CODERHOUSE, Online — Course

### Growth Marketing.

2021

- \* CODERHOUSE, Online — Course

### Industrial maintenance mechanic.

2012 - 2014

- \* CODERHOUSE, Online — Course

### FullStak Developer.

2023

- \* SOSICIAL OPLESK, Online — Course

## EDUCATION IN PROGRESS

### English - Lv. 4

2024

- \* MIAMI DADE COLLEGE, MIAMI — College

### Swift programming language.

2024

- \* MIAMI DADE COLLEGE, MIAMI — College