
Andre DeCarlo

Address: 11 Irie Flt4, Triq Dawret in-Nizla ta' San Pawl, Zebbug, Malta ZBG4303

Mobile: +356 7920 3410

Email : decarlo.andre@gmail.com

D.O.B: 05/06/1985

PROFILE

A hard working, motivated and enthusiastic person with excellent communication skills and able to prioritise workloads successfully, use own initiative and work well as a member of a team to achieve company objectives. Keen to learn new skills to enhance career prospects. Now seeking an opening where my existing and potential skills may be utilised to fullest extent.

QUALIFICATIONS

2017	Professional Digital Marketing Diploma :- (SEO, PPC, Strategy and planning, Digital Display, SEM, Google Analytics & Tag Manager)
2016	Android App Development & Java
2015	Web Design/Development (HTML5, CSS3, PHP, SQL, Javascript, jQuery)
2014	Video Production & Editing
2014	3D Graphic Design
2011	Music Production
2004 – 05	A+ PC Technician
2000 – 01	Computer Studies (Pascal & C# Programming)

CAREER HISTORY

Nov 2017 – Present	Web Developer / Digital Marketing Executive	Stoneshot Ltd.
<ul style="list-style-type: none">Website design and development for major companies in the financial sector like AXA, HSBC, Merian Group Investors, Alliance, BNP Paribas, Legal & General and moreSite Analysis – Improving SEO, site responsiveness, loading speed and performance, implementing site accessibility functionalities to comply with W3C regulations.Build of Web preference centres including mapping through APIs with various platforms like Salesforce, Siebel and othersResponsive Email design and development. Even though not widely used I also have knowledge with AMP4Email.Launching Email campaigns for news and events, and reporting on statistics.Customer support – Liaising with the marketing team of respective companies.		
Jan 2012 – Present	Freelance Graphic Designer / Web Developer	Visual Spark Design Ltd.
<ul style="list-style-type: none">Graphic design and web design/development for various small businessDesign and build of web apps.Video editing and music production / editing for ad campaigns.WordPress build and setup of E-commerce sites.Social media setup and Marketing.		
Feb 2015 – Oct 2017	Support Team Member	Mitie Client Services
<ul style="list-style-type: none">Replacing staff in various corporate companies like Marsh & McLennan, LSE Group, Skadden, Channel 4 and many others.Providing a high level service for customers, by being attentive and pro-activeEffectively dealt with and resolved customer complaints and enquiries face-to-face and on the telephoneLiaising through emails and managing reservations for meeting rooms		
Jan 2012 – Dec 2014	Night Manager	Le Meridien Hotel 5*
<ul style="list-style-type: none">Managing a small team of 6 people from different departmentsAttending calls and handling customers' queries and complaints at the front desk.Checking guests in or outProcessing payments tallying with cash tillOrganizing the necessary paperwork and filingProviding security and assistance to guests during the nightBalancing the guest ledger and city ledger.		

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Jan 2007 – Dec 2011

Night Auditor – Reception Manager

Park Hotel 4*

- Managing a small team of 8
- Attending calls and handling customers' queries and complaints at the front desk.
- Checking guests in or out
- Processing payments tallying with cash till
- Organizing the necessary paperwork and filing
- Providing security and assistance to guests during the night
- Balancing the guest ledger and city ledger.

Apr 2004 – Dec 2006

Machine Operator / Quality Controller

Dionica Ltd.

- Assembling PCBs (Printed Circuit Boards)
- Assuring the best quality of the products.
- Multiple testing before sending for packaging.

IT SKILLS

- Qualified Web designer / Developer using HTML5 & CSS3, Javascript, jQuery, WordPress, React, Node js and various NPM libraries, Express js, REST APIs, AJAX, PHP & MySQL, Bootstrap, PHP Composer & Laravel.
- UI /UX Design and analysis.
- Certified Digital Marketing Professional – Implementing best practices for SEO, SEM & Keyword research
- Proficient using Adobe Creative Suite (Photoshop, Illustrator, InDesign, XD, AfterEffects, & Premier).
- Proficient with the google platform (Gmail, Adsense, Adwords, Console, Analytics, Business and more)
- Proficient in using marketing platforms like Salesforce Pardot, Hubspot, Mailchimp.
- Basic Knowledge of Android application development and Java.
- Certified PC technician.
- Sound analytical and troubleshooting skills, and forward thinking.
- Microsoft Systems software and Hardware.
- Microsoft Office (Word, Excel, PowerPoint and Access)
- Microsoft Windows, Internet Explorer, Firefox, Chrome and Outlook Express
- Video Editing & Music Production on Adobe Premier, AfterEffects, Cubase and Ableton.
- Good knowledge in 3D Graphics – Using 3Ds Max.

OTHER INFORMATION / HOBBIES

- I have a keen interest in technology, robotics and automation in particular and keep myself updated on the advances and new products.
- Enjoy most DJing and music production, attend different music events and socialising with family and friends
- Languages: I am fluent in Maltese, English and Italian. Have basic understanding of French, Spanish and Arabic.
- Holder of full-clean driving licence (A&B)
- Great ability to adapt to different environments and with different kinds of people
- Good communication and listening skills

Note: References available upon request