Geraldyne S. Ambrocio

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EDUCATION

Gordon College, Olongapo City | Tertiary
Bachelor of Science in Information Technology

Gordon College, Olongapo City | SHS
Information Communications and Technology (ICT)

Olongapo City National High School | JHS
Basic Education Program (BEP)

WORK EXPERIENCE

Australia Farm Innovations, Inc. | Subic Bay Freeport Zone, Zambales
Graphic Designer & IT Support | December 2022 to Present

- Creation of SharePoint Portal for easy access to documents needed by the company.
- Managing and creating request forms using JotForm tools.
- Creates branding and logo for their businesses, Iconography using Adobe Illustrator.
- Creates WordPress websites, install necessary plugins, and maintaining SEO Optimization.
- Video editing using Premiere Pro for marketing video materials.
- Creates UI/UX Designing and wireframes using Figma.
- Providing PowerPoint presentations, guidelines, and tutorials for various occasions.

Sunshine Clean Pros, LLC. | South Jersey, USA
Graphic Designer | Part-time | October 2022 to Present

- Creates monthly social media post graphics layouts based on the needs of the client. This also includes creating flyers, postcards, car magnets, presentations, gift cards, business cards, ads banners, photo editing, etc.
- Manages logo branding for the client's business.
- Creates short video reels for social media marketing using Canva and Premiere Pro.
- Creates UI/UX designs and wireframes using Figma.

Dunbrae Subic, Inc. | Subic Bay Freeport Zone, Zambales
Web Graphic Support | September 2022 to December 2022

- 360° Image Photography of Spare Parts for Allied Hardware site.
- Photography of coffee machines and grinders for Dunbrae
- Coffee Essentials website
- PowerPoint templates creation for presentation
- SharePoint Portal Creation

Dunbrae Subic, Inc. | Subic Bay Freeport Zone, Zambales
Intern | March 2022 – May 2022

- Built mobile application on one of the recent projects handled by the company using Ionic as the programming language and SQLite for Database.
- Created initial UI design for the application using Figma.
- Assigned to perform basic CRUD function under CodeIgniter.
- Trained to use and create websites inside WordPress.

TechPro Media | Freelance
Data Entry | September 2021 – March 2023

- Find prospect profile leads in Salesforce and insert data inside Excel.
- Search recent news about Information Technology (security, cloud computing, cloud data, storage hardware, and post these news inside WordPress.

SKILLS

Main: Graphic designing elements, Web Designer, UI/UX Designing layouts, wireframes, Branding identity kit, video editing, Iconography
Computer: WordPress, Microsoft Office Suite, GSuite, Kajabi, Canva, Figma, Slack, Notion
Adobe Products: Illustrator, Photoshop, Premiere Pro, Acrobat, InDesign (basic)
Programming Language: Laravel, Ionic, Angular, HTML, CSS, JavaScript
Others: SEO Optimization, Data Entry

HONORS & AWARDS

- Cumlaude   2022
- Computer System Servicing NCII Passer   2018
- Arts Outstanding Student (With Honors)   2018

<u>LEADERSHIP & OTHER AFFLIATIONS</u>

NSTP – Civic Welfare Training Service | Gordon College, Olongapo City
Student Secretary Volunteer | Feb 2019 to Apr 2019

- Engaged in teaching elementary students at Nellie Brown Elementary School on how to read, draw, and honed their writing skills.
- Participated in planning and organizing events and activities for the program.