

# Geraldynes. Ambrocio

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## **EDUCATION**

Gordon College, Olongapo City   Tertiary Bachelor of Science in Information Technology	2022
Gordon College, Olongapo City   SHS Information Communications and Technology (ICT)	2018
Olongapo City National High School   JHS Basic Education Program (BEP)	2016

## **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 designs 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 website.
- 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

**Programming Language:** Laravel, Ionic, Angular, HTML, CSS, JavaScript

**Others:** SEO Optimization, Data Entry, ChatGPT, Midjourney

## **HONORS & AWARDS**

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

## **LEADERSHIP & OTHER AFFILIATIONS**

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.