



# Manuel O. Blancaver

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Portfolio: <https://welzblancaver.github.io/myportfolio/>

GitHub: <https://github.com/welzblancaver>

Manuel is a very tenacious person; he works hard and has the ability to plan, organize and prioritize things to get it done before the deadline. He is a very productive and resourceful person, one who is flexible, determined and very good in decision making. He has honed his ability to perform at a high level and efficiently handle difficult tasks. He has well-developed skills and has a very broad experience working with clients.

## SKILLS

- Strong understanding and expertise in HTML and CSS
- Experience with CSS Frameworks (Bootstrap & Tailwind CSS)
- Experience with CSS pre-processor (Sass/SCSS and Less)
- Professional use of CMS such as Joomla and Umbraco
- Experience with WordPress
- Experience with responsive and adaptive design
- Experience with mobile first approach
- Vanilla JavaScript
- Experience with jQuery
- Familiarity with JavaScript Frameworks
- Experience with source control (Git)
- Proficiency with Adobe Photoshop
- Strong written and verbal communication skills
- Excellent organization, time management and problem-solving skills
- Very efficient client consulting skill
- Content writing

## WORK EXPERIENCE

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### Web Administrator

MicroSourcing Philippines Inc.

Account: Health and Fitness Travel Australia

June 2016 – April 2020

#### Role description:

##### Web Administrator:

- Maintaining / developing [Health and Fitness Travel Website](#) using Joomla
- Writing / uploading website contents
- Updating / maintaining website contents
- Publishing website contents / products
- Writing / reviewing codes for various contents
- Uploading / maintaining website pricing
- Creating infographic creatives / designs using Adobe Photoshop
- Creating Newsletter list

#### Additional responsibilities:

##### Consultant (support):

- To answer guests queries related to Health and Fitness Travel through phone, email or chat.
- Provide support to consultants and other team members
- Liaise with suppliers as required
- Work alongside the team supporting initiatives to strategically target new clients.
- Reviewing supplier contracts and assisting travel consultants in creating quotes for guests.

#### Ad hoc Role: Digital Marketing Assistant

- To develop sales strategies that would meet customer requirements and promote our products, services or ideas. Including:
  - Link building task
  - Social Media Manager
  - Reverse media search

## CAREER OBJECTIVES

A job that will enable me to apply my in-depth abilities in my chosen career and help me develop my skills to its full potential and be an asset to the company.

## CMS / DEVELOPER TOOLS

- Wordpress
- Joomla
- Umbraco

## CODE EDITORS

- Visual Studio Code
- Sublime Text
- Atom
- Brackets
- Notepad++

## MULTIMEDIA TOOLS / SOFTWARE

- Git / Git Bash
- Adobe Photoshop
- Adobe Lightroom
- Adobe Illustrator
- Adobe Premiere
- Adobe Dreamweaver
- Hootsuite
- Buffer
- MS Excel
- MS Word
- MS OneNote

## CAREER HIGHLIGHTS

- Subject Matter Expert
- Shadow Trainer
- Team Coach
- Temporary Production Team Leader

## CERTIFICATES AND AWARDS

- Certification for Most Improved Employee
- Certification for Quality Champion (Top Agent in Quality Assurance)
- Certification for Overall Top Employee
- Employee with most up-sell product in a month

## Travel Consultant

West Contact Services Inc.

Account: Caesar's Entertainment

Aug 2012 – Nov 2015

### Role description:

- To be able to book a guest a hotel room reservation for a specific property based on guest's demands.

### Additional tasks;

- Package accommodations
- Cross-selling different properties
- Incremental booking
- Up-sell credit card
- Event reservations
- Technical support

## Customer Service Representative

Convergys

Account: DirecTV

Feb 2011 – Dec 2011

### Primary task (Billing and General Inquiry – Customer Service)

- To assist the customers with their monthly bills and answer general inquiries

### Additional tasks;

- Upselling TV programs and packages
- Technical Support

## ACADEMIC HISTORY

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College Degree

AMA Computer College

Graduated 2009 – Multi-media and Technology

Taft Ave., Gil Puyat Pasay

Secondary Education

Pasay City West High School

F.B. Harrison, Pasay City

Primary Education

Malate Catholic School

Malate, Metro Manila