



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)
- Professional use of CMS such as Joomla and Umbraco
- Experience with WordPress
- Experience with responsive and adaptive design
- Vanilla JavaScript
- Experience with jQuery
- Familiarity with JavaScript Frameworks
- Good Knowledge of 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

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.

WORK EXPERIENCE

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

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

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