



Manuel O. Blancaver

(+63) 9176820122 | blancavermanuel@outlook.com

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 – Adobe Experience Manager (Quantum)
- Professional use of CMS – Joomla
- Professional use of CMS – Wordpress
- Professional use of CMS – Umbraco
- 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

WORK EXPERIENCE

Content Manager

MRM / McCann Worldgroup

Project: General Motors Canada

Nov 2020 – Present

Role description:

- Focuses on loading, updating and publishing data into web online platforms
- Managing General Motors Canada ([Chevrolet](#), [Buick](#), [GMC](#), [Cadillac](#)) using Adobe Experience Manager (Quantum)
 - Follows content processes workflows
 - Publishes content and data as required
 - Manages assigned tasks to completion within scheduled timeline and performance Parameters
 - Works in multiple projects and adapts to changing priorities
 - Works collaboratively with assigned team and the rest of the areas involved in the project

Digital Marketing Specialist

MicroSourcing Philippines Inc.

Account: Go People

Sep 2020 – Oct 2020

Role description:

- Maintaining [Go People Website](#) using WordPress
 - Writing / uploading website contents
 - Publishing website contents
 - Updating website contents
- Creating Email Newsletter
- Social Media Content Management
- Creating infographic creatives / designs using Adobe Photoshop

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

- Adobe Experience Manager (Quantum)
- Wordpress
- Joomla
- Umbraco

PROJECT MANAGEMENT TOOLS

- Jira
- Trello
- Bitrix24

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

PRODUCTION TOOLS

- SAP Fiori
- Smartsheet
- MS Excel
- MS Word
- MS OneNote

CAREER HIGHLIGHTS

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

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
 - Writing / reviewing codes for various contents
 - Publishing website contents / products
 - 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

CERTIFICATES AND AWARDS

- Certification of Completion – Adobe Experience Manager (Quantum) | MRM / McCann Worldgroup
- Certification for Most Improved Employee | Caesars Entertainment
- Certification for Quality Champion (Top Agent in Quality Assurance) | Caesars Entertainment
- Certification for Overall Top Employee | Caesars Entertainment
- Employee with most up-sell product in a month | Caesars Entertainment

WORK EXPERIENCE

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
