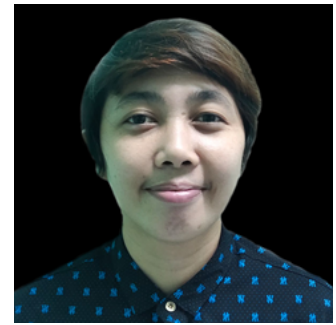# ANNA MARICE EBEN BOYOSE

MY PROFILE

Create scalable web applications by writing and testing code, building databases and servers and building APIs and other services; Repairing faulty equipment units and damaged structures; Developing and implementing preventative maintenance procedures; and Responsible for the repair and upkeep of the facility you work in, including most of its assets. Can do administrative tasks like Internet Research, Generating and organizing Leads, Craigslist Posting, Can also do introductory talks like; Data Entry with the help of Google Docs and Spreadsheets, Manage Dropbox, Google Drive, and Google Calendar, and Set Appointments with internal/external clients through E-mails.

EXPERIENCE

February 29, 2024 - Present
GRAPHIC ARTIST

Biosite Medical Instrument

- Creating scalable illustrations and graphics using vector-based software like Adobe Illustrator, often used for logos, icons, and infographics;
- Arranging elements such as text, images, and graphics within a given space to create visually appealing compositions for print or digital media;
- Designing materials for print such as business cards, brochures, posters, flyers, and packaging, considering factors like paper type, printing techniques, and finishes;
- Incorporating animation, video, and audio elements into designs for multimedia projects, including advertisements, presentations, and social media content; and
- Manipulating and enhancing images using software like Adobe Photoshop, ensuring they align with the overall design concept.

December 13, 2023 - February 13, 2024 (PROJECT BASED)
WEBSITE DEVELOPER (FRONT END WEB DEVELOPER)

Ofworker Contractual, United States

- Develop user-facing features and interfaces based on design specifications;
- Optimize web pages for maximum speed and scalability;
- Collaborate with designers and back-end developers to ensure seamless integration of front-end and back-end functionality;
- Conduct testing and debugging to ensure compatibility and usability across various devices and browsers;and
- Stay updated on emerging front-end technologies and best practices

September 3, 2018 - December 31, 2023
ADMINISTRATIVE ASSISTANT VI (DATABASE ADMINISTRATOR)

- Prepares memorandum letters and other requirements for administrative matters;
- Maintains and up-to-date list of records and recommends measures necessary to ensure proper filing indexing of all files;
- Maintenance troubleshooting in technical computers, LAN/WAN configurations, including routing & switching; Inventories of hardware and software components;
- Do visual graphic design, can create logos or manipulate photos using software applications;
- Maintaining adherence to a data management policy using active directory, DNS Server and ensuring that these essential pieces of equipment are functional;
- Monitor database performance, identify bottlenecks, and optimize queries for maximum efficiency;
- Conduct regular performance tuning to enhance system responsiveness;
- Implement backup and recovery strategies to safeguard data against loss or corruption;
- Apply patches and updates to keep databases secure and up-to-date;
- Enforce best practices for database design, coding, and documentation; and
- Evaluate new database versions and implement upgrades when necessary.

January 15, 2016 - September 3, 2018
GRAPHIC DESIGN
Kirobin Digital Printing - Panabo City, Phillippines
- Developed numerous marketing programs logos, brochures,infographics, presentations, and advertisements;
- Managed up to 5 projects or tasks at a given time while under pressure;
- Operate packaging machinery and equipment according to standard operating procedures;
- Inspect and test product packaging for quality and accuracy
- Monitor the production process to ensure that packaging is completed in a timely and efficient manner;
- Record packaging data and maintain accurate production records;
- Create visually appealing designs and layouts in print media, large printers;and
- Designing products on corporate graphic design for the company.

2015 - 2016
VIRTUAL ASSITANT - COLLECTION TEAM (WORK-FROM-HOME)
Cyber Printshop (Local Account)
- Colect payments activities using CRM system or other designated tools;
- Communicate with clients, debtors, and internal stakeholders via phone, email, or chat to resolve inquiries, provide updates on account status, and negotiate payment arrangements. Ensure professional and courteous communication at all times; and
- Coordinate follow-up activities with collection agents to ensure timely and consistent communication with debtors. Schedule reminders, set priorities, and track progress on outstanding accounts to meet collection targets and deadlines.

2014 - 2015
VIRTUAL ASSITANT - HEALTH CARE ACCOUNT
AMERICAN BENEFITS - US Account
- Appointment Scheduling to coordinate patient appointments, consultations, and follow-up visits with healthcare providers. Manage appointment calendars, send appointment reminders to patients, and reschedule appointments as needed;
- Medical Records Management: Maintain accurate and up-to-date electronic medical records (EMRs) for patients. Enter patient information, update medical histories, and ensure documentation compliance with regulatory standards; and
- Insurance Verification: Verify patient insurance coverage, eligibility, and benefits prior to appointments or procedures.

2008 - 2014
FREELANCE - GRAPHIC ARTIST
- Develop graphics for various purposes including logos, brochures, advertisements, social media posts, websites, and more.;
- Keep abreast of industry trends and incorporate innovative design techniques to enhance the visual appeal of projects; and
- Handle multiple projects simultaneously while maintaining attention to detail and meeting deadlines.

EDUCATION

2013 · **University of Mindanao**
BS Criminology

2023 · **KODEGO Bootcamp**
FULL STACK WEB DEVELOPMENT

2016 · **Pomona Institute Technology Inc**
VISUAL GRAPHIC DESIGNER NC III

2022 · **Holy Cross Davao College**
BS Computer Science

2022 · **Tesda Online**
ROBOTICS PROCESS ANIMATION (BLUE PRISM)

2013 · **Endonnella Institute Technology In**c.
COMPUTER HARDWARE SERVICING NC II

SKILLS

FRONT END AND DESIGNS
- HTML
- CSS
- JS
- Figma
- ReactJS
- VueJS
- Photoshop
- Illustrator

SERVER SIDE
- NodeJS
- MySQL
- PHP

SOFT SKILLS
- Collaboration
- Attention to Detail
- Time Management
- Adaptability