

# donna michelle bartolome

## CONTACT DETAILS

donna.bartolome2008@gmail.com  
(+63) 9082932160



To help promote strong cross-functional collaboration and communication among team members, to ensure project success through planning and insightful reporting. I aim to support the company in achieving its digital objectives and drive organizational success.

## SKILLS & PROFICIENCY

HTML • CSS • Bootstrap  
WordPress • CS Cart • MailChimp  
Adobe CC • Sketch • Figma • Canva  
jQuery • Javascript  
JIRA • Trello • AzureDevOps  
MS 365 Utilities • Google Utilities

## PROFESSIONAL EXPERIENCE

Quantrics Enterprise Inc.

**UI / UX Developer | Nov 2022 - Oct 2023**

1. Maintains web interfaces and features, ensuring they remain performant, accessible, secure, and compatible across various platforms and browsers.
2. Create HTML and CSS templates adhering to responsive design framework standards.

ShopFrontPro Inc.

**Project Manager | Sep 2020 - Sep 2022**

1. Foster a close working relationship and communication among management and team members to ensure project success.
2. Continuously monitor project progress to track milestones through stand ups, sprint planning and retrospectives to identify areas of improvement and make sure deadlines are met
3. Conducts quarterly reviews of software development team members to assess performance and provide feedback for growth.
4. Maintain project documentation clear and up-to-date for stakeholders, including project plans, goals, deliverables, and timelines.

**Sr. UI Designer /Front-end Developer | Dec 2015 - Sep 2022**

1. Involve to end-to-end website development lifecycle from prototyping to deployment of website.
2. Standardize frontend collaterals with modern, mobile-first design techniques.
3. Conducts training for clients and new team members on using the Company's CMS platform and process workflows.

DirectWithHotels Inc.

**Production Manager | Dec2010 - Feb2015**

1. Helps the team to focus and organize their task by providing training and documentations of Agile and Waterfall principles, enabling them to prioritize effectively and to achieve targeted goals.
2. Perform reviews of the development team members to align with their individual set of KPIs based on driving continuous improvement and achieving their production targets.

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3. Ensures projects are completed on time by effectively utilizing company resources within the allocated time frame and delivering to specifications.
4. Conducts a comprehensive quality assurance on all projects to ensure it adheres to the company's established quality standards.

### **Sr. Web Designer | 2008 - 2010**

1. Provides assistance and support to the Production Manager in collecting and evaluating project requirements.
2. Serves as a mentor to team members, including designers, writers, and QA associates, offering guidance on training, UI principles, and project objectives.
3. Develops and maintains a comprehensive project documentation, such as project plans and project status reports, to ensure effective project management and communication.

### **Associate Designer | Apr 2006 - 2008**

1. Successfully delivered 100 hotel websites within a six-month time frame.
2. Consistently attained a 100% Net Promoter Score and earned Total Performance Appraisal ratings of 90% or higher every quarter, showcasing exceptional performance.

BomaOne Pacific Ltd.

### **Graphic Artist/ Jr. Web Designer | 2004 - 2006**

1. Developed marketing and sales collateral concepts and final materials for top American clients, including web invitations, static banners, postcards, and online seminar registrations.
2. Contributed as a layout artist for American magazines, creating visually appealing and engaging layouts for publication.