

# donna michelle bartolome

## CONTACT DETAILS

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(+63) 9082932160



To deliver measurable business results by using my project management expertise, analytical skills, and user experience background. Through planning and insightful reporting, I aim to support the organization in achieving its digital objectives and maximize online success.

## EDUCATION

BACHELOR OF FINE ARTS - ADVERTISING  
College of the Holy Spirit Mendiola, MNL

INTERMEDIATE  
La Consolacion College Mendiola, MNL

## SKILLS & PROFICIENCY

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

## TRAININGS AND WORKSHOPS:

ISO 9001:2008: Quality Assurance &  
Documentation  
Risk Management Process Management  
Waterfall Proj. Management Methodology  
Agile Proj. Management Methodology

## PROFESSIONAL EXPERIENCE

### Quantrics Enterprise Inc.

**Sr. Web Developer | Dec2022 - Present**

#### RESPONSIBILITIES:

1. Effectively maintain 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 - Operations | Sept2020 - Sept2022**

#### RESPONSIBILITIES:

1. Collaborate with cross-functional teams, including designers, developers, and stakeholders to define project objectives.
2. Responsible for establishing visual reports, charts, and graphs to communicate production performance, efficiency, and quality metrics to stakeholders, enabling data-driven decision-making and promoting a deeper understanding of production processes.
3. Monitor and track key performance indicators (KPIs) to assess the effectiveness and success of project initiatives.
4. Develop and maintain project documentation, including project plans, and status reports.

### Sr. UX Designer /Front-end Developer | Dec2015 - July2022

#### RESPONSIBILITIES:

1. Identifies areas for improvement, recommending changes or enhancements, and implementing strategies to enhance user experience, conversion rates, and overall website performance.
2. Successfully managed end-to-end website development projects from prototyping to deployment, ensuring optimized cross-browser and multi-platform compatibility.
3. Standardize all frontend outputs, leveraging modern design techniques and strategies by adopting a responsive, mobile-first approach.
4. Leads training aimed at coaching clients and newly hired personnel about the Company's content management system and process workflows.

### Freelance Web Designer

**Graphic/ Web UI Designer | Feb2014 - Sept2015**

### DirectWithHotels Inc.

**Production Manager | Dec2010 - Feb2014**

#### RESPONSIBILITIES

1. Develop and maintained a comprehensive set of key performance indicators (KPIs) aligned with production goals.

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#### PROFESSIONAL EXPERIENCE

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2. Collaborate with cross-functional teams to develop strategies and initiatives based on KPI insights, driving continuous improvement and achieving production targets.
3. Ensures the timely completion of projects by utilizing project management tools and applications to allocate resources, formulate strategies, and closely track project progress.
4. Conducts comprehensive quality assurance checks on all projects to ensure adherence to established quality standards and timely delivery of products.

#### DirectWithHotels Inc.

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

#### RESPONSIBILITIES:

1. Provides assistance and support to the Production Manager in evaluating project requirements on a daily basis.
2. Serves as a mentor to junior associates, including designers, writers, and online marketing 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 | Apr2006 - 2008**

#### RESPONSIBILITIES:

1. Accountable for delivering 100 hotel websites within a six-month timeframe.
2. Consistently achieved a 100% Net Promoter Score and received Total Performance Appraisal ratings of 90% or higher on a quarterly basis, reflecting excellent performance.

#### Boma One Pacific

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