

# donna michelle bartolome

## CONTACT DETAILS

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(+63) 9082932160



Self-motivated and performance-driven with a robust organizational and communication skills; looking for exciting new challenges that will enable me to contribute to creating extraordinary experience for the company's technical audience - while learning new things along the way.

## EDUCATION

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

## INTERMEDIATE

La Consolacion College Mendiola, MNL

## SKILLS & PROFICIENCY

### SOFTWARE PROFICIENCY:

HTML • CSS • Bootstrap  
WordPress • CS Cart • MailChimp  
Adobe Creative Suite • Sketch • Figma  
JQuery • Javascript  
JIRA • MS 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

ShopFrontPro Inc.

Web Designer/ FrontEnd Developer | Dec2015 - July2022

### RESPONSIBILITIES:

1. Collaborates daily with software engineers and stakeholders in ensuring the structure and design of web pages for Harvey Norman sites complies with features that enhances user experience and requirements.
2. Launched website development projects from initial design through completion. Optimizing all cross-browser and multi-platform compatibility.
3. Standardized all frontend output with the new, responsive, mobile-first approach and strategy.
4. Provides support in debugging errors related to frontend development.
5. Pitched in to assist the Senior Developer to meet deadlines during pressing periods
6. Conduct training for clients and new hires in handling website content management systems and process flow

### EXPERIENCED GAINED:

1. Cross-browser compatibility and ways to work around them.
2. Developed skills in applying methodologies and concepts to solve problems related to debugging and development. Quick learner.
3. Adaptability to work with a diverse team of developers, upskilling or reskilling, so we can provide a better solution to the stakeholders.

Freelance Web Designer

Graphic/ Web UI Designer | Feb2014 - Sept2015

DirectWithHotels Inc.

Production Manager | Dec2010 - Feb2014

### RESPONSIBILITIES:

1. Plans and organizes the day-to-day production schedules for each website and/or any production related projects to determine timetables with internal clients and management, re-negotiating schedules as necessary.
2. Conducts overall quality assurance on all projects to ensure that all products are compliance to the quality standards and timely delivery.
3. Prepares Production related reports for the company stakeholders in preparation for Management meetings

### EXPERIENCED GAINED:

1. Capabilities in Project Management, Strategic Planning, Process Improvement, Analyzing Information, Reporting Skills, Problem Solving, Conflict Management, Administrative and Process Documentation
2. Ability to coordinate and collaborate with a team of 15-30 people.

Sr. Web Designer | 2008 - 2010

### RESPONSIBILITIES:

1. Assists and supports the Production Manager to evaluate project and project requirements on a daily basis.

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#### PROFESSIONAL EXPERIENCE

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2. Served as a consultant and mentor to the junior associates which includes but not limited to the designers, writers, and online marketing associates with regards to training, UI principles and project objectives.
3. Spearheads quality assurance on all on deliverables following web standards and standards set by the Company.
4. Developed and maintained the Designers work instructions and training materials for best practices following web standards & standards set by the Company.

#### EXPERIENCED GAINED:

1. Flexibility, detail-oriented and data-centric.
2. Proven ability to work with minimal supervision.
3. Multitasking capabilities with excellent organizational skills.

Associate Designer | Apr2006 - 2008

#### RESPONSIBILITIES:

1. Responsible for the completion of 100 hotel websites within a period of six (6) months
2. A frequent recipient of 100% Net Promoter Score and a Total Performance Appraisal ratings of 90% based on quarterly performance.

Boma One Pacific

Graphic Artist/ Jr. Web Designer | 2004 - 2006

#### RESPONSIBILITIES:

1. Designed concepts and final materials of marketing and sales collaterals for Top American clients, collaterals such as; web invites, static banners, postcards, and online seminar registrations.
2. Layout contributing artist for American Magazines.

#### REFERENCES

Available upon request.