

donna michelle bartolome

CONTACT DETAILS

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(+63) 9082932160



A self-motivated and performance-driven individual with excellent organizational and communication skills, I am seeking new and exciting challenges that will allow me to contribute to creating exceptional experiences for the company's technical audience.

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 • Trello • Azure DevOps
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 /Front-end Developer | Dec2015 - July2022

RESPONSIBILITIES:

1. Translates design wireframes into functional code to develop engaging and interactive applications and web features.
2. Successfully managed end-to-end website development projects, ensuring optimized cross-browser and multi-platform compatibility.
3. Adopted a responsive, mobile-first approach to standardize all frontend outputs, leveraging modern design techniques and strategies.
4. Excellent communication skills and work seamlessly with cross-functional teams to achieve common goals.
5. Conducts training sessions to educate clients and new employees on the Company's content management system and process workflows.

EXPERIENCED GAINED:

1. Strong understanding of front-end cross-browser compatibility issues, with the ability to implement effective strategies to address them and ensure consistent performance across different platforms and browsers.
2. Capable in producing clean, efficient, and reusable code, with a focus on optimizing performance and facilitating ease of maintenance and scalability.

Freelance Web Designer

Graphic/ Web UI Designer | Feb2014 - Sept2015

DirectWithHotels Inc.

Production Manager | Dec2010 - Feb2014

RESPONSIBILITIES:

1. Organizes and manages daily production schedules for websites and other production-related projects, collaborating with internal clients and management to establish realistic timelines and proactively adjusting schedules as needed.
2. Conducts comprehensive quality assurance checks on all projects to ensure adherence to established quality standards and timely delivery of products.

EXPERIENCED GAINED:

1. Expertise in project management, with the ability to efficiently plan and execute projects to meet organizational objectives.
2. Skilled in process improvement, with the ability to analyze workflows and identify opportunities for optimization and increased efficiency.
3. Capable of developing and maintaining administrative and process documentation, ensuring accurate and up-to-date records to support effective decision-making and project management.

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PROFESSIONAL EXPERIENCE

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.

EXPERIENCED GAINED:

1. Strong attention to detail and a data-centric mindset, while maintaining flexibility to adapt to changing requirements.
2. Ability to work independently and efficiently with minimal supervision.
3. Multitasking, with excellent organizational abilities that enable effective management of multiple tasks and priorities.

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

RESPONSIBILITIES:

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.

REFERENCES

Available upon request.