

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 an extraordinary experience 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

Adobe Creative Suite • Sketch • Figma
HTML • CSS • Bootstrap
WordPress • CS Cart • MailChimp
JIRA • MS Utilities • Google Utilities

PROFESSIONAL EXPERIENCE

ShopFrontPro Inc.

UI Designer/ Front-end Developer | Dec2015 - July2022

RESPONSIBILITIES:

1. Collaborates daily with software engineers and stakeholders in ensuring the structure and design of web pages for their clients' eCommerce sites comply with features that enhance UI and UX experience, and requirements.
2. Launched website development projects from initial design (Prototyping) through completion (Live Deployment). Optimizing all cross-browser and multi-platform compatibility of UI elements.
3. Designed user flows and visual style of content pages which includes but is not limited to; External or third-party sites and email marketing templates.
4. Standardized all front-end output with the new, responsive, mobile-first approach and strategy.
5. Provides support in debugging errors related to frontend development.
6. Pitched in to assist the Senior Developer to create wireframes and templates for App development.
7. Conduct training for clients and new hires in handling websites' 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/ UI UX 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

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PROFESSIONAL EXPERIENCE

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 UI UX Designer | 2008 - 2010

RESPONSIBILITIES:

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