

Andrian L. Pontejo



Objective:

To obtain a challenging position in a reputable organization where I can utilize my skills and knowledge to contribute to the growth of the company while continuously developing my career.

SKILLS AND EXPERIENCE

1. Web Development - (2 year +)

- Build websites or systems based on the client's system requirements
- Collaborate with the team to ensure deadlines are met
- *Technologies:* HTML, CSS, Bootstrap, Laravel and WordPress | Git, github

2. Project Management - (1 year +)

- Communicate with the clients via email and chat.
- Take instructions/tasks from clients, break-down the tasks into smaller tasks and disseminate to different team members with different skill-sets
- Follow-up and ensure tasks schedules are met or figure out why a particular task is delayed and why it needs more time to finish
- Keep clients updated of the progress of their projects
- Project Management Tools used: Jira, Asana and Notion
- Communication Tool: Microsoft teams, Slack and Mattermost.

3. Data Entry - (1 year +)

- Accurately entered and updated large volumes of data into spreadsheets and company databases, ensuring 99% accuracy.
- Verified and cross-checked information to maintain data integrity and consistency.
- Organized and categorized data for easy access and improved team efficiency.
- Used Microsoft Excel, Google Sheets and etc. to manage and analyze data effectively.
- Maintained confidentiality while handling sensitive and proprietary information.
- Consistently met or exceeded deadlines in a fast-paced environment.

Typing Speed: Above 45 wpm

4. SEO Specialist (Basic) - (1 year +)

- Conducted keyword research to identify target phrases for improved website visibility.
- Optimized website content, meta tags, and headings for on-page SEO.
- Performed technical SEO tasks, including image optimization and improving page load speed.
- Monitored website performance using tools like Google Analytics and Google Search Console.
- Assisted in building backlinks and improving search rankings through local SEO strategies.
- **Tool used:** Google search console, Google Analytics, PageSpeed Insights, Open Graph and etc.

5. Technical Support - (1 year +)

(School Portal & Website)

- Assisted students in resolving LMS and School Portal issues.
- Provided step-by-step guidance for account access and navigation.
- Coordinated with the IT team for complex problems.

6. Basic Photo Editing - (less than a year)

- Experienced in using Photoshop, Canva, and Adobe Lightroom for tasks such as cropping, resizing, adjusting brightness and contrast, applying filters, retouching, adding text overlays, and enhancing image quality for a polished final result.

7. **Basic Video Editing - (less than a year)**
(Capcut, Adobe Premier, Vegas Pro)
- Cut and put together video clips or image clips
 - Add sound effects and background music
 - Add overlay elements
 - Add closed captions

WORK EXPERIENCE

CreativeDevLabs Innovative IT Solutions

CDL | Web Developer:

- Main Task:**
- Coding based on the client's system requirements
 - Collaborate with the team on approaches and progress updates

CDL | MRP Infographics

- Main Task:**
- Create Monthly infographics for real estate board at myRealPage
 - Communicate with clients via email and chat.

CDL | MRP Custom Design Implementation

- Main Task:**
- Create a custom website design on the clients' requirements.

CDL | Email Support at Automattic

- Main Task:**
- Addressing customer inquiries and troubleshooting technical issues.

PROJECTS INVOLVED WITH

- <https://creativdevlabs.com/>
- <https://www.clinicazamoras.com/>
- <https://portal.mlgcl.edu.ph/>
- <https://mlgcl.edu.ph/>

PERSONAL PROFILE

Date of Birth	:	February 02, 1999
Place of Birth	:	Brgy. Katipunan Abuyog, Leyte
Age	:	26
Height	:	5'4
Weight	:	61 kg
Civil Status	:	Single
Gender	:	Male
Citizenship	:	Filipino

CONTACT INFO

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I hereby certify that all information written above is true and correct to the best of my knowledge and beliefs.