Henri Jan Balbiran

WordPress Developer / Virtual Assistant

📍 Brgy 1-A, Purok 6, Magallanes Riverside, Davao City

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Skills

Web Development:

- WordPress Theme and Plugin Customization
- Mobile-Responsive Web Design
- Cross-Browser Compatibility
- Page Speed Optimization (GTmetrix, Google PageSpeed)
- On-Page SEO Implementation (Yoast SEO, Rank Math)
- WooCommerce Setup and Customization
- HTML5, CSS3, JavaScript, PHP, MySQL

Software & Tools:

- Elementor, WPBakery, Beaver Builder, Divi Builder
- Advanced Custom Fields (ACF),
- WP Rocket, LiteSpeed Cache, Smush, ShortPixel
- UpdraftPlus, All-in-One WP Migration, Duplicator
- ManageWP, WP Engine
- Yoast SEO, Rank Math SEO
- Wordfence, iThemes Security
- Contact Form 7, Gravity Forms, WPForms
- Mailchimp, MailPoet, FluentCRM
- WooCommerce, Stripe & PayPal Integration
- cPanel,, phpMyAdmin

Technical Expertise:

- Website Performance Optimization (Caching, Image Compression, Speed Tests)
- WordPress Security Implementation (Firewalls, Malware Removal, Backups)
- DNS and Domain Management (Nameservers, MX Records, DNS Propagation)
- Hosting Panel Management (cPanel, WHM, File Manager, FTP/SFTP)
- SSL Certificate Installation and HTTPS Setup
- Email Setup and Troubleshooting (SMTP, Webmail, Mail Clients)
- Computer Hardware Troubleshooting and Assembly
- IP Camera Installation & Configuration
- Software Installation and Configuration
- Data Backup and Recovery

Professional Experience

WP Tangerine – *Remote*
WordPress Developer
March 2022 – Present

- Develop advanced front-end and back-end WordPress solutions tailored to client needs.
- Build custom, mobile-responsive themes and templates aligned with brand identity.
- Collaborate with clients to define sitemaps, features, and functionality.
- Convert Adobe XD and Figma designs into fully functional WordPress websites.

RC Digital Consultancy – *Remote*

WordPress Developer

September 2021 – January 2022

- Designed and implemented custom WordPress websites with mobile optimization.
- Worked closely with clients to define website architecture and functional requirements.
- Delivered user-friendly, brand-consistent designs with a focus on usability.

Public Safety and Security Command Center (PSSCC) – *Davao City*

Hardware & Software Support / IT

March 2016 – August 2020

- Led a team responsible for maintaining IT infrastructure and supporting operations.
- Performed preventive maintenance and troubleshooting for software and hardware.
- Managed inventory and coordinated with contractors for system maintenance.

Community Environment and Natural Resources Office (CENRO) – *Davao City*

Data Encoder

August 2015 – March 2016

- Maintained accurate and secure databases in compliance with privacy policies.
- Supported logistics through inventory tracking of automotive parts and supplies.

Education

University of Mindanao, Davao City

Bachelor of Science in Information Technology

June 2010 – October 2015

Additional Information

- Open to remote and freelance work opportunities
- Strong collaboration and communication skills
- Experienced in managing client expectations and delivering high-quality results