



DON HENLEY DOLOR



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PROFILE

Multi-skilled professional with experience in graphic design, video editing, customer service, and local government processes. Adept at creating engaging content, assisting clients, and delivering quality support across creative and administrative roles. Eager to contribute to dynamic teams in both creative and service-oriented environments.

SKILLS

- **Programming Languages:** C++, Java, Python, C#
- **Web Development:** HTML, CSS, JavaScript
- **Game Development:** Level Design, Game Design, Scripting
- **Graphic Design & Video Editing:** Adobe Photoshop, Adobe Premiere, Canva
- **Software Proficiency:** CRM platforms, Microsoft Office Suite
- **Soft Skills:** Strong communication, problem-solving, teamwork, and time management abilities.

WORK EXPERIENCES

Administrative Aide | Job Order

LGU MABINI - Municipal Civil Registrar | January 2025 - June 2025

- Assisted in the day-to-day operations of the Civil Registrar's Office by supporting the processing of birth, marriage, and death certificates.
- Helped clients with inquiries on registration requirements and guided them through basic procedures.
- Handled encoding and basic data entry tasks using the Philippine Civil Registry Information System (PhilCRIS).
- Sorted, photocopied, and filed civil documents in accordance with PSA guidelines and office protocols.
- Performed other clerical tasks such as preparing request forms, routing documents for approval, and maintaining the cleanliness and order of office files

Freelance

Graphic Artist, NFT Gaming | 2021 - 2024

- Conducted commission-based graphic editing for various clients.
- Engaged in strategic gameplay and market trading within NFT-based games.
- Generated other income through the acquisition and sale of digital assets, demonstrating entrepreneurial skills and a strong grasp of digital economies.

Creative Intern

Baybayin Hub, Philippines | March 2022 - April 2022

- Create visually appealing designs for pubmats, promotional graphics, event banners, and signages.
- Manage social media platforms, engaging with the audience and creating compelling content.
- Produce promotional videos highlighting Baybayin Hub's offerings, collaborating with the team to develop creative concepts and strategies in a dynamic environment.

Customer Service Representative

Baybayin Hub, Philippines | March 2022 - March 2022

- Reached out to potential clients seeking accommodation for digital nomads and remote workers.
- Handled initial chats, gathering personal info, stay preferences, and booking details.
- Coordinated with the team to assist with calls, payments, and final booking arrangements.
- Maintained clear records and ensured timely, accurate responses to inquiries.

Work Immersion Experience

LGU MABINI - Municipal Social Welfare Development | December 2017 - December 2017

- Provide information and support to visitors
- Maintain and organize records, ensuring they are up-to-date and easily accessible
- Assist in planning and executing events and activities, including logistical support for feeding programs

EDUCATION

Lyceum of the Philippines University - Batangas

BS Computer Science | 2018- 2022

Major in Game Development

CERTIFICATES

- TESDA - Introduction to Visual Graphic Design (April 2024)
- Coursera - Michigan State University - Game Design and Development (May 2022)