

Pacleb, Harold Ryan N.

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Education

University Of Cebu Banilad

Bachelor of Information Systems

Thesis: LuvPets: A WEB-PORTAL PET CARE SERVICES SYSTEM

Cebu, Philippines

March 2020

Experience

UC - Banilad Association of Non-Academic Working Scholars – HRM Dept (Office)

Office Clerk

Cebu City

June 2016 – March 2020

- Data entry
- Managed and ordered supplies
- Answer phones.

UniversalTech Inc. (Internship)

Marketing Associate

Cebu City

September 2019 – March 2020

- Help create blog post ideas fit for optimizing SEO for Google Searches targeted on people needing GPS.
- Review products description on Shopify and Amazon.
- Find website, blogs and influencer potentially review the products and affiliate them.

i.Tech Philippines

Ecommerce Specialist

Cebu City

March 2020 - February 2026

- Managed daily order fulfillment and resolved customer or logistical issues.
- Generated detailed reports for damaged returns and lost items to facilitate insurance and courier claims.
- Maintained accurate product listings (including SKU management) and synchronized warehouse and store inventory with the website
- Create reports from Google analytics sales reports and sales trend
- Identified and analyzed competitor data via web scraping to inform pricing strategies.
- Executed marketing campaigns and affiliate programs across marketplaces like TikTok, Shopee, and Lazada and collaborate with Marketing team for Boost ads and post.
- Develop plugins for website.
- Maintain API from payment terminals, banks and BNPL programs.
- Develop and create and maintain CMS themes.
- Collaborate with Product managers for product report and help identify Best-selling items and in demand items that are out of stock.

Skills & Interests

Technical:

- Programming: HTML, Javascript, PHP, CSS, SQL, Python, C++, C#
- Hardware: Repair and maintenance of networking equipment, desktop computers, and laptop components
- Software: Office tools, Advanced proficiency in Microsoft Excel e.g (Vlookup, Pivot tables), Photoshop, Lightroom, Sony Vegas pro, Adobe premiere, Adobe After Effects

Interests:

- Business
- Computers and technology
- Online games
- Video and photo editing
- Travelling