

JANUARY B. BATTUNG

Web Designer

1715 Ross Circle, San Jose, CA

(213) 884-8517

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EXPERIENCE

Madicute, LLC – Self Employed

Freelance Web Designer & Social Media Manager

February 2017 – present

San Jose, California

- Creates the look, layout, and features of a website.
- Updating website for clients.
- Digital retouching and image editing.
- Producing content to be posted online.
- Creating posts, pages, and applications to attract customers.
- Increasing traffic and appealing to target audiences.

Healthcare Global Solutions Corporation

Remote EMR/IT Specialist

February 2014 – February 2017

Queens, New York

- Provided expert subject matter knowledge on EMR software, clinical operations and work flow.
- Delivered and administered training program to end users as required.
- Helped resolve critical problems related to implementation.
- Managed communication between clinic staff, physicians, and management.
- Troubleshoot and resolved internet connectivity and general software and hardware issues.
- Prepared training manuals for physicians in how to navigate the EMR software.
- Answered phone after hours to assist physicians with log in issues with MDSpecialist.
- Build, designed and implemented SEO for company's website.

SUNY Downstate at Long Island College Hospital

Extern/Volunteer

February 2013 – July 2013

Brooklyn, New York

- Installed and configured computer hardware operating systems and applications
- Upgraded, repaired and troubleshoot hardware devices
- Maintained inventory of equipment and parts
- Generated support tickets for pending services and acted as a direct contact point between the IT department and users.

Teletech

Call Center Representative

July 2008- October 2008

Pampanga, Philippines

- Identified, researched, and resolved customer issues using the Teletech's computer system

Asian Montessori Center, Inc.

Montessori Teacher

June 2003 - March 2008

Pampanga, Philippines

University of the Assumption

Preschool Teacher

June 2000 - March 2003

Pampanga, Philippines

Golden Harvest Institute of Learning Center

Elementary School Teacher

June 1998 - March 2000

Pampanga, Philippines

EDUCATION

ASA College

Associate in Computer Technology

Specializing in Network Administration & Security

Valedictorian

GPA: 4.0

New York, NY

June 2013

University of the Assumption

Master of Arts in Education – Early Childhood 9 units June 2000

Pampanga, Philippines

University of the Assumption

Bachelor of Science in Elementary Education 1994-1998

Pampanga, Philippines

CERTIFICATION/AWARDS

Phi Theta Kappa Honor Society

PRAXIS I & II – 0014

Elementary Education Content Knowledge – March 2011

February 2013

March 2011

Philippine Teacher Certificate

Licensure Examination for Teachers (Philippines)

August 1998

SKILLS

- *Web Technologies: HTML, CSS, and JavaScript*
- *Language: Java, SQL, and PL/SQL*
- *OS: Windows, MS-DOS*
- *IDE: Eclipse, NetBeans*
- *Database: Oracle, MySQL, and MS SQL Server*
- *Adobe Photoshop*
- *Cisco Routers: OSPF, EIGRP, RIP*
- *Cisco Switches: STP, VTP, VLAN*
- *Bilingual: English and Filipino*