

# RESUME

## JUNIUS DIAMOND E. REYES

Web Graphic Designer - Account Assistant Level 2



### PROFILE

**Name**

Junius Diamond E. Reyes

**Date of Birth**

June 16, 1989

**Address**

Pasig City, Philippines

**Phone**

0906-391-5150

**Email**

jd16reyes@gmail.com

### CAREER OBJECTIVE

To gain employment with a company or institution that offers me a consistently positive atmosphere to learn new technologies and implement them for the betterment of the business.

### JOB EXPERIENCES

**2017 - Present****EnfraUSA Solutions Inc.**

Web Graphic Designer - Account Assistant Level 2

**Web Graphic Designer**

- Ensures each build functions correctly on mobile, tablet, and desktop devices
- Makes on-the-fly design changes using Photoshop as necessary
- Handling client requests for development items on live websites

**POC - October 2018**

- Point of contact to the client
- Conducts meeting with the client concerning the weekly production of the team.
- Manages the team and monitors their performance.

**Account Assistant Level 1 - October 2018**

- Train new employees
- Point of contact to the client
- Conducts meeting with the client concerning the weekly production of the team.
- Manages the team and monitors their performance.

**Account Assistant Level 2 - February 2019 (Present)**

- Provides coaching in terms of behavioral and performance.
- Train new employees
- Point of contact to the client
- Conducts meeting with the client concerning the weekly production of the team.
- Manages the team and monitors their performance.

**2012 - 2017**

**Premiere Computer Learning Center**

Computer Instructor

- Teach and administer all facilities and opportunities for students and provide appropriate coaching and guidance for students' benefits

**January 17 –  
May 27, 2011**

**Sharp (Phils) Corporation**

IT Intern - MIS Department

## EDUCATION

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**2010-2014**

**AMA Computer College – Las Piñas**

Bachelor of Science In Information  
Technology

**2008-2010**

**AMA Computer College  
– Cabanatuan**

Bachelor of Science In  
Information Technology

**2006-2008**

**AMA Computer College  
– Las Piñas**

Bachelor of Science In  
Information Technology  
(Graduated)

## SKILLS

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**Software & Programming Language**

- HTML & CSS
- JavaScript
- Adobe Creative Suite Applications
- Corel Draw
- Microsoft Office
- Knowledgeable in PC troubleshooting and its fundamentals, and software installations

**Web & Multimedia**

- Website Design
- UI improvements
- Website maintenance
- Interaction design skills

## CERTIFICATES

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**Innovation Program -  
EnfraUSA Solutions Inc.**

- March 2019

**Leadership Training -  
EnfraUSA Solutions Inc.**

- December 2018

**Visual Graphics Design -  
Tesda National Certificate  
III**

- March 31, 2017

**Computer Hardware  
Servicing - Tesda  
National Certificate II**

- 2012

## CHARACTER REFERENCES

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**Reymund Lopez**  
**Team Leader**  
**EnfraUSA Solutions, Inc.**  
0917-146-5173

**Mark Francis J. Medrano**  
**Academic Instructor**  
**Premiere Computer**  
**Learning Center**  
0905-200-7015

**Ace John Avila**  
**Web UI Developer**  
**Linkwise Technology Pte**  
**Ltd.**  
0977-788-7561