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Jed Lyndon D. Salanguit

SKILLS

HTML, CSS, Javascript, Wordpress, NextJS, Cpanel Management, Python, MySQL, VB.Net, Canva, Adobe Photoshop, Adobe After Effects

EXPERIENCE

Concentrix, Quezon City — *Email/Chat Support*

September 2019 – PRESENT

- Customer Support via Chat/Email

Business Center for Global Filipinos, Pasig City — *Senior IT Officer (Part-Time Remote)*

August 2023 – September 2025

- Creating website using Wordpress
- Maintaining high quality performance of a website
- Updating website
- Fixing bugs
- Writing and editing contents of a website
- Editing pictures and videos
- Provide tasks to the IT staff and OJTs
- Maintenance of CRM system – Vtiger
- Cpanel Management
- Organizing the IT expenses for the company

Yoorekka, Binangonan, Rizal — *Online Researcher*

February 2019 – June 2019

- Research a physical store and register it to the website (https://yoorekka.com/)
- Aenean ac interdum nisi. Sed in consequat mi.
- Join fair events to discover new business and stores

DHL Global Forwarding Qatar, Doha, Qatar — *Remote System Support*

July 2018 – August 2019

- Fix Bugs and Errors of Cashiering System Software
- Maintain and Fix Errors in Database
- Improve / Develop Cashiering System

Freelance VB.Net Developer — *DHL Qatar Cashiering System*

September 2017 – July 2018

- Develop a Cashiering System based on client's requirements
- Stack: VB.Net, MS Office Access(Database and Crystal Report

Bluebean Inc., Taytay, Rizal — *Outbound Call Center Agent*

September 2016 – March 2017

- Promoting Globe Postpaid Plans / Postpaid Pocket Wifi Plan
- Assist customer in their Postpaid Plan Application

ZOE Resources Management & Marketing Specialist Inc., Pasig City — *Sales/IT Staff*

April 2016 – July 2016

IT Department

- Maintaining high quality performance of a website
- Updating website
- Solving code problems in website
- Writing and editing contents of a website
- Editing pictures and videos
- Installing applications

Sales Department

- Promoting resorts and hotels through social media sites
- Sending initial response to the clients' inquiry
- Sending proposals to companies for their upcoming events through email.
- Sending Confirmation Voucher to clients
- Communicating with the clients through phones and emails

EDUCATION

College of Arts and Sciences of Asia and the Pacific, Taytay, Rizal — *Bachelor of Science in Information Technology*

June 2011 – May 2015

Child Jesus of Prague School, Binangonan, Rizal — *High School*

June 2007 – April 2011

Binangonan Elementary School, Binangonan, Rizal — *Primary*

June 1999 – March 2007