



ELEAZAR TUAZON

IT Specialist | Web Developer

🏠 Pasig City

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Proven IT professional with a comprehensive skill set in web development, IT support, and digital strategy. Overseeing the entire IT landscape, I excel in developing and managing WordPress websites, providing robust IT support, and strategically driving digital initiatives. I am committed to leveraging my skills to contribute to organizational success.

WORK EXPERIENCE

IT Specialist & Web Developer

Sept 2023 - Present

Mabuhay Chiropractic Clinics

(acquired by Chiropractic First Group PH in July 2024) · Full-time

- Develop and manage websites running on WordPress for the company, ensuring optimal functionality and user experience.
- Provide General and Technical IT Support for both Windows and MacOS systems to the staff and the company.
- Responsible for all IT-related purchases and equipment of the company
- Assists and manages CRM capabilities that provide automation and ease of use to the admin and staff
- Provide reports for the eCommerce side of the business
- Provide billing statements and consolidate all IT-related subscriptions to the finance department
- Assist in digital marketing initiatives to enhance the digital presence of the brand.
- Manage the company's Google Workspace, ensuring smooth collaboration and communication across the organization.
- Responsible for handling all social media accounts, ensuring consistent branding and engagement with the audience.

Web Developer

Mar 2023 - Apr 2023

Wellness PRO Inc · Internship

- Enhanced company website using WordPress, improving user experience and overall aesthetics.
- Utilized graphic design skills (Photoshop and Canva) to create visually appealing content for the website.
- Implemented efficient digitalization processes, scanning and uploading files for streamlined data management.

Virtual Assistant

July 2022 - Aug 2022

Upwork · Freelance

- Collaborated with my client to build websites using WordPress.
- Provided hands-on assistance in website development, ensuring client satisfaction.

Desk Collector

May 2019 - July 2019

AEON Credit Service (Philippines) Inc. · Part-time

- Successfully resolved overdue bills by engaging with customers over the phone.
- Implemented effective communication strategies to collect payments, ensuring timely resolution.

EDUCATION

Bachelor's Degree in Computer Science

Pamantasan ng Lungsod ng Pasig

July 2019 - July 2023

SKILLS

- Web Development
- WordPress
- IT Management
- Android Development
- Graphic Design (Photoshop, Canva)
- Technical Support
- Web Design
- Visual Basic .NET (VB.NET)

ACHIEVEMENTS

Best in Thesis

July 2023

Associated with Pamantasan ng Lungsod ng Pasig

Thesis Title: *Attendance System for the Students of Pamantasan ng Lungsod ng Pasig Using Real-Time Text Transmission Systematization*

President's Lister for 3 Semester

July 2023

Issued by College of Computer Studies, Pamantasan ng Lungsod ng Pasig

Dean's Lister for 3 Semester

July 2023

Issued by College of Computer Studies, Pamantasan ng Lungsod ng Pasig

CERTIFICATIONS

Cloud Service Models Course - Great Learning

Issued Sept 2023

Credential ID 65311

SQL Fundamental Course - Sololearn

Issued Sept 2023

Credential ID: CC-YU7KQDAJ

AWS Beginners Course - Edureka

Issued Sept 2023

Credential ID: KNM4U9X11

REFERENCES

Ms. Lois Velasquez

Recruiting Coordinator | KMC
MAG Solutions

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Dr. Laura Altea

IT Professor | Pamantasan ng
Lungsod ng Pasig

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