

# MICHAEL JAMES A. CELESTE

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## Qualifications Summary

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- Experience in HTML , CSS , JavaScript and Webflow

## Professional Experience

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- **Concentrix CVG, Cebu City, PHL | Advisor I, Technical Support | August 2021 to December 2022**
  - Provided technical support and assistance to customers for QuickBooks Online and Desktop.
  - Greeted customers in a courteous, friendly, and professional manner, using agreed-upon procedures to ensure excellent customer service.
  - Developed sales leads through inbound calls and implemented innovative sales strategies to close sales.

## Freelancing and Volunteering

- **Fiverr.com | Virtual Assistant | October 2020 – March 2021**
  - Help in simple customer service and support in telegram, respond to inquiries, uploading information on chat, Collecting information etc., Data Entry, Engagement, Content Creation
  - Video Editor creating simple videos (15-20 mins long) with copyright free music and dynamic background images.
- **Volunteering**
  - Helped local Community Church create a Certification of Dedication, Flyers, and Church Programs.

## Technical Skills

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CSS

HTML

Javascript

Webflow

## Projects

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- **A Personal Website**
  - a personal website containing my projects and resume.

*Developed a strong foundation in Cascading Style Sheets (CSS) through hands-on projects. Applied CSS concepts to control webpage appearance, including adding colors, styling text, and designing layouts. Mastered the use of selectors, the box model, and implemented flexible and responsive layouts using Flexbox*

and Grid. Enhanced skills by practicing real-world applications of CSS to improve webpage aesthetics and functionality.

**Skills covered:** Cascading Style Sheets (CSS)

- **Webflow Personal Projects**

- Website Design with Webflow and CMS Integration**

- Built a professional website using Webflow's visual canvas and integrated Webflow CMS for dynamic content management. Created a style guide, designed custom pages, implemented site navigation, and launched the site without any coding. Developed a visually appealing, user-friendly layout, while efficiently managing content through Webflow's Collections (databases).*

- Skills covered:** Content Management Systems (CMS), Webflow

- **Launch A Rocket**

- a rocket launch sequence with JavaScript, HTML, and CSS.

## Education

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**Southern Baptist College, Bialong, M'lang, North Cotabato**

**March 2020**

Bachelor of Secondary Education Major in Social Studies

**University of Mindanao, Davao, Ph**

**2012-2016**

Completed 50% of requirements for Bachelor of Science in Computer Science