

## EXPERIENCE

### Freelance

- Web Developer/Designer** Aug 2023 - Current
- Converting Figma layout to a Wordpress website
  - Optimizing and converting images to webp format
  - Page and image SEO setup

### TOA Global - Okendo

- Technical Support Team Lead** April 2023 - April 2024
- Providing 1on1 coaching/evaluation for each team member base on weekly performance
  - Hosting daily meeting and assigning/distributing daily task
  - Handling complex tickets through email and tickets

- Senior Technical Support Specialist** January 2021 - March 2023
- Providing app support through email and tickets
  - Assisting team members with new processes and alignments

- Technical Officer** March 2021 - January 2022
- Installing/styling Shopify review app for different stores
  - Providing first-level support; assisting customers with general and software related queries, instruct users on how to use new features and troubleshoot Shopify issues

### Affinity Express - GoDaddy

- Associate Web Developer** December 2017 - December 2020
- Building Wordpress websites (blog, portfolio, ecommerce)
  - Image enhancement and optimization
  - Page SEO setup
  - Quality checking/review

### Schools Division Office

- Office Intern** May 2017 - July 2017
- .NET program maintenance and clerical task

### Department of Social Welfare and Development

- Office Intern** May 2016 - June 2016
- LAN technical assistance and clerical task

## EDUCATION

- QCPU** 2018  
BS in Information Technology

## SKILLSET/TOOLS

HTML • CSS • JavaScript  
WordPress • Elementor  
Beaver Builder • Shopify  
Photoshop • Illustrator • XD  
InDesign • Visual Studio  
Hubspot • Jira

## ACTIVITIES

Cellular Communication  
System and Developing ASP.  
NET MVC 4 2nd ICT Summit  
2017

Quezon City Polytechnic University,  
Multipurpose Hall

Cyber-Security  
Fundamentals Seminar  
2017

Kor-Phil IT Training Center, Quirino  
Hi-way, Novaliches Quezon City

## SOCIALS

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## REFERENCES

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