



# KEN LEONARD RAMOS

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## SKILLS

- HTML, CSS, JavaScript
- Shopify and BigCommerce
- Klaviyo and Mailchimp
- MS Word, Excel and PowerPoint; Google Docs, Sheets, Slides, Forms
- Adobe Photoshop, Figma, Canva
- Typing speed of 70wpm
- Organized and pays attention to detail

## EDUCATION

### UNIVERSITY OF THE PHILIPPINES

MANILA, PHILIPPINES (2002-05)

Undergraduate: Doctor of Medicine

- Recipient of the Oblation Scholarship (Top 50 students in the UP Admissions Test)
- Took up the accelerated program for the Doctor of Medicine degree (INTARMED)
- College Scholar (2002-03)

Frontend Web Developer experienced with using e-commerce and email marketing platforms, motivated by challenging projects and optimization of e-commerce websites.

Freelance transcriptionist, documenter, writer and researcher; knowledgeable organizational systems manager as a former development worker in a non-profit organization.

A developer always grasping opportunities to upskill and help others develop their own work.

## WORK HISTORY

### PROJECT MANAGEMENT EXECUTIVE | FRONTEND DEVELOPER

CRONIX LLC

SEP 2022 - CURRENT

- Coordinated tasks between developers, designers and marketing teams to launch and manage online stores of clients
- Developed PSD/Figma designs into HTML-CSS Pages
- Developed email templates, campaign strategies and drip campaigns
- Conducted research and development for vendors & leads outreach
- Created technical video tutorials
- Verified and resolved bug reports and issues
- Conducted rigorous root-cause analyses to identify and fix bugs and issues
- Wrote clean, clear and well-tested code for various projects
- Utilized git for version control to streamline code quality

### WEB DEVELOPER | WEBSITE MANAGER

DESIGNER TAPWARE CO

APR 2023 - CURRENT

- Enhanced existing website by harnessing HTML, CSS and JavaScript skills

# UNIVERSITY OF THE PHILIPPINES INTEGRATED SCHOOL

QUEZON CITY, PHILIPPINES

JAN 1998 - JAN 2002

High School: Secondary Education

- Graduated Class Valedictorian

## INTERESTS

- Web Development
- Project Management
- Data Analytics
- Certified Foodie
- Movie and Anime Addict

- Maintained CMS and updated product listings
- Created and modified web pages in alignment with client needs
- Reviewed and improved HTML and theme templates to optimize for efficiency
- Utilized EMS (Klaviyo) for marketing; optimised HTML email templates and drip campaign to increase conversion rates

## FRONTEND WEB DEVELOPER TRAINEE | E-MAIL SPECIALIST

COALITION TECHNOLOGIES

SEP 2021 - JUN 2022

- Transformed PSD and Figma mockups into client-ready HTML5/CSS3 templates, created responsive web pages, assisted in developing website storefronts for e-commerce clients in Shopify and BigCommerce
- Wrote clean, clear and well-tested code for various projects
- Developed complex design layouts into email templates in Klaviyo and Mailchimp

## ADMINISTRATION MANAGER | COPY WRITER | VOLUNTEER COORDINATOR

CONSORTIUM FOR GLOBAL UBI

JUL 2020 - SEP 2020

- Provided general administrative support to the executive team
- Prepared compelling copy and communications pieces, such as funding pitch presentation and other organizational documents
- Maintained and organized electronic documents, company policies and procedural manuals
- Provided administrative support for HR-related processes
- Organized project volunteers; worked closely with team members to identify, motivate and train volunteers to help with various sprint activities

## TRANSCRIPTIONIST AND DOCUMENTER

FREELANCE

MAY 2007 - JUL 2021

- Transcribed audio and video files with a 95% accuracy level; worked as independent contractor for TranscriptionWing/Civicom, Inc (Oct 2015 - Mar 2016)
- Handled documentation of workshops, seminars, conferences, and similar events, with final outputs including minutes of the event, distributable notes and final activity report
- Transcribed audio files quickly and accurately, achieving set deadlines

- Maintained confidentiality and privacy when fulfilling documentation of various meetings, seminars and events

## **WRITER AND RESEARCHER**

FREELANCE

MAY 2007 - JUL 2021

- Wrote academic papers and thesis for undergraduate students, which also included research work, editing and proofreading
- Applied excellent time-management skills to produce high-quality writing for multiple projects simultaneously.
- Worked as a ghost writer, wrote e-books, product reviews and SEO articles on various topics
- Explored different writing styles to attract and engage new audiences

## **FINANCE OFFICER**

KLBR CONSTRUCTION SERVICES,  
INC.

JUL 2016 - OCT 2019

- Prepared financial reports and budget outlays, managed disbursement of funds and all financial activities, such as, but not limited to banking, payroll, allowances, tax requirements, etc.

**\*\* References available upon request.**