Leo Bon Tan

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EXPERIENCE

Image Annotation
Remotask   **November 2020 - December 2020**
- An experienced image annotator with a focus on key point annotation.
- Worked with a variety of image types, including human poses and facial features, and have consistently demonstrated attention to detail and a commitment to delivering high-quality results.

Production (Functionality Testing)
Creotec Philippines Inc.   **September 2019 - October 2019, Dasmarinas, Cavite**
- Reviewing product requirements and documentation to ensure that all requirements are being tested.
- Executing test cases to ensure that all functional requirements are being met.
- Verifying that all parts are working correctly.

Frontend Developer
Avvanz   **March 2024 - June 2024, Dasmarinas, Cavite**
- Converted a WordPress website into a responsive site using Bootstrap, HTML, and CSS, enhancing performance and user experience.

HR Specialist
CXI Services Inc.   **November 2024 – January 2025, Kawit, Cavite**
- Maintain and organize 201 employee files to ensure compliance and accessibility.
- Regularly update 201 files with accurate and up-to-date employee information.
- Automate HR tools and processes using advanced Excel functionalities to improve efficiency.
- Design and implement trackers for various HR activities to monitor progress and maintain records.
- Handle the transmittal of incoming and outgoing HR documents to ensure proper documentation and tracking.

EDUCATION

Bachelor of Science in Information Technology
Cavite State University • Indang, Cavite

Information and Communication Technology – TVL
Philippine Christian University • Dasmarinas, Cavite

CERTIFICATIONS

Search Engine Optimization
ProVa.ph • 2022
It provides the knowledge and skills needed to optimize a website for search engine visibility. The certification also provides a comprehensive understanding of SEO strategies and tactics, along with best practices for implementation. SEO certification can help professionals understand the fundamentals of SEO, how to use SEO to increase website traffic, and how to track and analyze SEO performance. Additionally, SEO certification can help professionals stay up-to-date on the latest trends and developments in search engine optimization.

TECHNICAL SKILLS

Front End: HTML, CSS Bootstrap

Back End: PHP, Java and Python

SEO: On-page, Off-page, Website Audit, Keyword Research, Guess Posting, SEO Content

Tools: XAMPP, Visual Studio Code and Github

SOFT SKILLS

- Good attention to details
- Fast learner
- Can work under minimum supervision
- Hardworking
- Flexible
- Team player
- Problem-Solving Critical Think