LOU PINTON

https://loupinton.github.io/

EDUCATION

Tertiary
DAVAO DEL NORTE STATE COLLEGE
BS in Information Technology
2012-2016

Secondary
A.O. FLOIRENDO NATIONAL HIGH SCHOOL
2008-2012

SKILLS

- Web Developer
- Website Development and Maintenance
- General Virtual Assistant
- Bookkeeping
- Social Media Management
- Business Management
- Video Editing
- Intermediate Graphic Designing
- System Administrator
- Marketing Tech VA
- Email Marketing
- School Admission
- System Analyst
- Programmer
- Quality Analyst
- Advance Excel formula
- Figma

WORK EXPERIENCE

WEB DEVELOPER

Davao del Norte State College
April 27, 2016 – July 27, 2016
- By the time I graduated from college, the school hired me as their Web Developer to create a website that would promote the Giant Clams Sanctuary.
- The website will access inquiries about the tourist spot.

WED DEVELOPER

Part-Time
January 2015 - July 2017
- PSD and Figma designs to WordPress pages. A web developer hired me to help him complete the task but always assigned me a whole website for every task.

WEB DEVELOPER & GRAPHIC DESIGNER

nSmarTrac - CRM
August 20, 2017 - September 20, 2018
- Developed CRM website, add Timesheet and Time In/Out, and add Mobile notification. Add Integrate Google Maps API and Minimal Accounting on the website.

WEB DEVELOPER & GRAPHIC DESIGNER

Unity Lodge
January 2021 - November 2022
- Worked as a web developer for the client where I build websites for the business of the client. Create Hotel Booking Website that can sync the AirBnB & Expedia Calendar. Also integrates with Email Marketing.

VIRTUAL ASSISTANT

December 2022 - May 2023
- Worked as a client's virtual assistant where we built websites for the client's business.
- Integrate payment gateways, CRMs, and Email Marketing.
- Lead Generation and Advertising.
- Photo and Video editing for client's promotion and advertising.
- Maintained and Manage the client's business website.
- Build and design personal websites for other clients.
- Do works on Google Sheets, Google Docs, and Google Forms.