



# BELOY, ARDY JUDENE R.

## OBJECTIVE

Seeking a challenging role in a well-established organization to utilize my skills, contribute to the company's success, and enhance my professional capabilities. Eager to collaborate with colleagues, value their insights, and uphold ethical standards. Committed to achieving continuous learning.

## MY CONTACT

### PHONE

09617372597

### EMAIL

ardybeloy2@gmail.com

### My Portfolio

<https://mashido0908123.github.io/My-Port-App/>

### ADDRESS

Sitio Felomina Front  
Samantha Home  
Catalunan Grande Davao  
City

### SKILLS

- Computer Literate
- Knowledgeable in HTML/CSS
- Photoshop/Canva
- Knowledgeable in Basic PHP and familiarity with Database Integration using MYSQL
- Administrative Skills:  
Organizational and Project Management

## WORK EXPERIENCE

### LTS Retail Specialist NCCC

12/01/2018 – 05/31/2019

- Check-Out Counter PROBATIONARY
- Check-out Counter Associate or Bagger at Catalunan Grande Choice Mart
- Providing assistance to customers
- Responsible for packaging their items, and accurately sorting non-food items from dry and fresh food purchases.

### OSOLink Solution Web Design & Development

01/18/2023 – 05/03/2023

- Web Developer INTERN
- Web Developer in OSOLink Solution with completing the 486 Hours as Intern
- Specialize in Search Engine Optimization (SEO) content creation and graphic design for social media marketing.
- Training for the Basic HTML and CSS and Responsive

### Digital Marketing PROBATIONARY

09/25/2023 – 03/29/2024

- Conduct Market Research.
- Creating graphic Design to promote the business of the client.
- On-page SEO
- Off-page SEO
- Created analytics reports for SEO and social media performance.
- Analyzed data and researched strategies to improve digital marketing results.



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## WORK EXPERIENCE

### OSolink Solution Web Design & Development

04/11/2024 - 08/14/2024

- SEO Team Lead  
PERMANENT
- Designate Task to the team.
- Monitor Reports and analyze results to improve analytics.
- Generate Reports for the Clients.
- Website Performance Optimization
- Plugin & Theme Management

### Catalunan Pequeño National Higschool-Accounting Section

10/03/2024 - Present

- Auxiliary Service Worker I  
Job Order
- Assist in Accounting-related tasks.
- Document Preparation
  - Document Forms
- Liason Work
  - Submit Documents
  - Obtaining Documents
  - ADA & ACIC / Order Receipts
- Technical Task

## EDUCATION

2017-2023

COLLEGE  
GRADUTE

- BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY at DAVAO VISION COLLEGE
- Proficiency in On The Job Training "OJT"

2014

MODULAR TRAINING

- EZ TECHNOLOGY CORPORATION in partnership of UNIVERSITY OF IMMACULATE CONCEPTION
- Certificate of Completion - for completing the Twenty Eight Hours (28) Modular Training for Microsoft Office Application