

# Czarina Yvonne Olaco

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## EDUCATION

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### POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Sta. Mesa, Manila  
Bachelor of Science in Information Technology  
Graduation Date: 2025  
President's Lister (2021 - current)

### JOSE RIZAL UNIVERSITY

Mandaluyong City  
Science, Technology, Engineering, and Mathematics  
Graduated: June 10, 2021  
With Honor (2019 - 2021)  
Academic Awardee - Best in DRRM  
Journalist of the Year (2021)

## EXPERIENCE

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### CO.CO EVENTS (Marikina City)

#### Event Coordinator/Graphic Designer

November 2022 – Current

- Spearheaded guest services, meticulously attending to the needs and requests of event attendees.
- Established and maintained effective communication channels with various suppliers, including caterers, photographers, videographers, and other event service providers.
- Led the conceptualization and design of event materials, including invitations, posters, guest lists, banners, and table numbers.
- Translated client visions into visually stunning and cohesive design elements, aligning with the overarching theme and brand identity of each event.
- Ensured a high level of creativity and attention to detail in all design deliverables, contributing to the overall success and uniqueness of each occasion.

## TRANSACTION TO VALUE

### Web Developer/IT Manager

August – November 2023

- Managed the day-to-day operations of the company website, ensuring its functionality, responsiveness, and overall user experience.
- Collaborated with cross-functional teams to implement updates, improvements, and new features to enhance the website's performance.
- Conducted regular audits to identify and rectify any issues related to site navigation, load times, and overall user interface.
- Executed comprehensive SEO strategies to improve the website's search engine ranking and visibility.
- Conducted keyword research, on-page optimization, and implemented SEO best practices to drive organic traffic and enhance the website's online presence.
- Monitored and analyzed website analytics to assess the effectiveness of SEO efforts and made data-driven adjustments as needed.
- Created visually compelling header designs for various online platforms, including forms, email signatures, and blogs, aligning with the brand identity and visual aesthetics.

## SKILLS

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### Technical:

- Programming
  - Proficient in C, COBOL, Java, and Python.
- Web Development
  - Experienced in HTML, CSS, Javascript, and WordPress
- Design Tools
  - Practiced use of Adobe software for creative design solutions
- Productivity Software
  - Skilled in Microsoft Suite and Google Workspace

**Language:** Fluent in English