Czarina Yvonne Olaco

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EDUCATION

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

CO.CO EVENTS (Marikina City)

Event Coordinator/Graphic Designer
November 2022

- Managed guest services, ensuring attendee satisfaction.
- Coordinated with suppliers like caterers, photographers, and videographers.
- Designed event materials, including invitations, posters, and banners.
- Handles technical issues at events, coordinating with lighting and sound suppliers.

TRANSACTION TO VALUE (Davao City/USA)

Web Developer
August 2023

- Oversaw website operations for functionality and user experience.
- Implemented SEO strategies to enhance search rankings.
- Analyzed website data to optimize SEO performance.
- Designed headers for forms, emails, and blogs, ensuring brand consistency.

J21 VENTURES (USA)

Web Developer (Project-Based)
January 2024

- Developed a WordPress landing page to build anticipation for the company website.

LESLIE WANDLER WELLNESS (Australia)

Virtual Assistant (Contractor - Web Development)
April 2024

- Created and updated website pages in WordPress.
- Created campaigns and automations in Mailerlite.
- Edited product listings in ThriveCart.

SKILLS

Technical:

- Programming
  - C, C#, COBOL, Java, and Python.
- Web Development
  - HTML, CSS, Javascript, PHP
  - WordPress – Elementor, Astra Plugins
- Design Tools
  - Adobe Software for creative design solutions (Photoshop, Illustrator, InDesign)
  - Canva
- Productivity Software
  - Microsoft Suite and Google Workspace
- Email Marketing
  - Mailerlite
- E-commerce
  - ThriveCart

Soft:

- Communication
  - Fluent in English (verbal & written)
- Teamwork
  - Able to work with a team and independently
- Problem-solving
  - Good in analyzing and detecting problems as well as provide possible solutions to them
- Time Management
  - Able to always finish tasks on time
- Great attention to details
- Fast-learner