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 – 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.
- 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.
- 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.
- 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.

J21 VENTURES

Web Developer

January 2024

- Created a simple WordPress landing page to let audiences know that there are things to look forward to in their company website.

SKILLS

Technical:
- Programming
  - C, COBOL, Java, and Python.
- Web Development
  - HTML, CSS, Javascript, PHP, and WordPress
- Design Tools
  - Adobe Software for creative design solutions (Photoshop, Illustrator, InDesign)
  - Canva
- Productivity Software
  - Microsoft Suite and Google Workspace

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