

# Danielle Jan Millen N. Pereña

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## Professional Summary

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An IT Staff with experience in IT recruitment, digital marketing, client acquisition and sourcing. Equipped with strong foundation in web development principles, I am now seeking to a IT role where I can apply my technical skills, analytical mindset, project coordination and continue to expand my technical expertise to a dynamic IT team.

## Professional Experience

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### IT Staff

HyDIGIT, Singapore

May 2024 - October 2024

- Facilitated the contract hiring IBM Philippines, candidate searching, screening and interview coordination.
- Assisted in finding potential clients for future company projects.
- Sourced candidates for company's clients globally.
- Sourced emails of decision-makers and marketed the company's services to potential clients.
- Created and edited promotional content for company's training programs using Canva Pro.
- Developed and implemented digital marketing strategies/plan to enhance ad visibility and engagement.
- Created and monitored Facebook ad campaign to promote company workshop.

### On-the-Job Training

GoCrayons, Philippines

January 2024 – April 2024

- Web design and branding using Figma.
- Wordpress/Elementor client product management.
- Digital campaigns and e-mail marketing.
- Client engagement and research.

## Skills

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- HTML & CSS
- JavaScript, PHP, Database Management (MariaDB)

- Figma
- Canva
- Wordpress/Elementor
- MS Office

## **Education**

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### **Bachelor of Science in Information Technology**

July 2024

STI College – Tagaytay, Philippines

## **Certifications**

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GoCrayons Digital Inc., Certificate of Completion On-the-Job Training, April 2024

Fit Academy, SAP business One Advance (Implementation & Support), December 2022