

Therese Septimo-Fong

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SUMMARY

- Experienced Front-end Web developer with experience leading a team of detail-oriented QA testers. Developed aesthetically pleasing and functional websites on both mobile and desktop views with or without frameworks, constructed in-depth test scenarios and worked collaboratively with other teams to ensure product quality and achieve maximum productivity. Always looking forward to learning something new
- Administrative Assistant *returned* Front-end developer with a strong sense of attention to detail and organization to make sure all necessary tasks are in place and implemented

COMPUTER SKILLS

Proficient In:

- | | |
|--------------------------------------|------------------------------|
| • HTML, CSS, JavaScript | • Unit Testing |
| • Bootstrap | • Integration Testing |
| • Responsive Design | • Github/Git Version Control |
| • JQuery, React and Angular JS | • Tortoise SVN |
| • PHP | • MongoDB |
| • Writing Test Cases / Documentation | • CMS: Wordpress, Statamic |

OTHER SKILLS

- Customer service experience in retail environment
 - Attention to detail and brand awareness
 - Problem Solving and Organizational skills
 - Written and verbal communication
 - Adaptability
 - Owning responsibility: taking ownership of tasks given
 - Willingness to learn
 - Team Player: able to work well with other members, plan and give out tasks, communicate with upper management for any concerns or current store status
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EXPERIENCE

Administrative Assistant

Aug 2018 – Present

ZT Packaging

89-47 Metropolitan Avenue, Rego Park, NY 11374

- Assist the President of the company in whatever he needs. Tasks include but not limited to: setting appointments, preparing appointment samples and materials, reporting the status of various projects
- In charge of maintaining and updating company website, Instagram, Shopify and Amazon Account to further boost online presence, increases sales and gather more prospective customers
- In charge of preparing materials for tradeshow and product photo-shoots
- Alternate role: Shipping Manager – handles shipping of products from the warehouse to the customer's desired location. Also puts in claims if there are damages

Manager

Jul 2017 – Feb 2018

Greencube Chocolatier

Queens Center Mall, 90-15 Queens Blvd, Elmhurst, NY 11373

- Enforce the three S's – Smile and engage with the customers by assisting them in finding and Selling the right products that fit their needs and while Suggesting add-ons on any other product that might pique their interest
- Responsible for doing weekly schedules, check inventory, order products as needed and distribute tasks that need to be completed for day to day operations in order to achieve sales goals
- Communicate with owner to improve standing of the store physically and creatively

Assistant Manager

Nov 2015 – Jul 2017

Godiva Chocolatier

Queens Center Mall, 90-15 Queens Blvd, Elmhurst, NY 11373

- Assistant Manager – assists the manager in running the store. Mainly responsible for overseeing and driving daily sales performance, maintaining operational and service standards, ensuring visual merchandising and presentation standards
- Prepare cash reports and merchandise orders
- Recruit, supervise, train and develop staff to get them to company's level and expectations

Part-time Keyholder	May 2015 – Sept 2015
<i>Godiva Chocolatier</i> <i>Queens Center Mall, 90-15 Queens Blvd, Elmhurst, NY 11373</i> <ul style="list-style-type: none"> • Manager-on-Duty. Acts as a manager in the absence of Senior Management. Sees to it that proper work flow is observed, plans and gives out tasks to fellow associates while achieving sales goal and ensuring customer satisfaction • Provides updates to Senior Management on any concerns or issues that affects the sales and working harmony of the store • Trains new members whenever necessary 	
Sales Associate	Jan 2015 – May 2015
<i>Godiva Chocolatier</i> <i>Queens Center Mall, 90-15 Queens Blvd, Elmhurst, NY 11373</i> <ul style="list-style-type: none"> • Primary task is focused on dipping of products. Dipped products should be of high quality – fresh, clean and prepared ahead of time. • Engage in talking with customers, promote sales and sell products • Handles cash register whenever needed 	
Web Developer	Sept 2014 – Nov 2014
<i>Cebu Digital Outsourcing Solutions</i> <i>814 Trinity Plaza Tower Gorordo Avenue, Cebu City Phils 6000</i> <ul style="list-style-type: none"> • Primary responsibility includes creating a functional website that will interact accordingly as per specs required. • Test website designs across different browsers and mobile sizes, fix any error found, make sure that front-end functionalities work as they are intended to • Assisting fellow teammate on creating websites using wordpress 	
Front End Developer	July 2013 – Sept 2014
<i>Odusee Philippines Inc</i> <i>Insular Life Cebu Business Center, Mindanao Avenue corner Biliran Road, Cebu City Phils, 6000</i> <ul style="list-style-type: none"> • Primary responsibilities include implementing and testing web design across different browsers as given by designer • Apply MVC using Codeigniter on projects • Report any irregularities found on task given 	

QA Team Lead <i>Odusee Philippines Inc</i> <i>Insular Life Cebu Business Center, Mindanao Avenue corner Biliran Road, Cebu City Phils, 6000</i> <ul style="list-style-type: none"> • Primary responsibilities include planning and distributing tasks to members, preparing the testing environment and creating test cases. All of these are done in an SDLC environment. • Mentors and provides training to team members when necessary • Communicates with the rest of Senior Management for rising issues and concerns 	Oct 2012 – July 2013
Junior Web Developer <i>Odusee Philippines Inc</i> <i>Insular Life Cebu Business Center, Mindanao Avenue corner Biliran Road, Cebu City Phils, 6000</i> <ul style="list-style-type: none"> • Primary responsibilities include coding the front-end part of website, testing other works of fellow members and improvement of website's SEO • Provides assistance to content-checking of websites when needed • Reports any non-working functionalities or errors to senior developer 	July 2011 – Oct 2012
EDUCATION	
University of San Carlos – Technological Center <i>Nasipit, Talamban Cebu City Philippines</i> Bachelor of Science in Computer Engineering Major in Digital Systems Design (DSD)	
	SY 2005 - 2011
Saint Joseph's Academy <i>S.B. Cabahug St., Centro, Mandaue City, Philippines</i> Highschool, Secondary Education	
	SY 2001 - 2005
CERTIFICATE	
Full Stack Immersion <i>Career Foundry</i>	
	Sept 2021
REFERENCES	
Upon Request	