

# ROSEFIELD UTON

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## SUMMARY

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Experienced Senior IT Specialist with 7 years of expertise in technical and web development. Accomplished in managing comprehensive IT projects and excelling as a Social Media Manager. Proficient in CMS platforms like WordPress and Joomla, showcasing a versatile skill set in both technical and creative domains.

## PROFESSIONAL EXPERIENCE

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**DENR-Forest Management Bureau, Quezon City**

Aug 22, 2022 - Present

### Senior IT Support Specialist

- Spearheaded the development of the NGP Website, showcasing proficiency in web design and management.
- Enhanced the ENGP website by systematically updating and managing shapefiles, geotagged photos, and relevant data.
- Distinguished for crafting visually appealing sites with user-friendly interfaces, ensuring an optimal online user experience.
- Collaborated closely with technical staff to create a tailored system, optimizing office operations for heightened efficiency..

### Upwork Freelancer

July 15, 2023 - Feb 2024

### Social Media Manager, Part time

- Drove brand visibility through creative social media strategies and curated content across platforms for consistent messaging and community engagement.

**Office of the Vice President, Quezon City**

July 8, 2019 - 2023

### Vice Presidential Staff Officer II

- Livestreamed Vice Presidential events on diverse social media platforms, ensuring widespread audience reach and engagement.
- Managed website content, including press releases, speeches, and videos, maintaining an up-to-date and polished online presence.
- Operated teleprompter equipment with precision to facilitate smooth and professional delivery of speeches and presentations.

**PBS - Radio Television Malacañang, Malacañang Palace, Manila**

Dec 15, 2016 - 2019

### IT Support Staff

- Efficiently troubleshoot and resolve technological issues, ensuring seamless business operations; Install and configure new technologies, including computer operating systems, software, desktops, and other hardware.
- Conduct regular maintenance for phone systems, computers, printers, network systems, and other technical equipment; Administer new user accounts, work email addresses, and access levels for optimal operational efficiency.
- Livestream Presidential events across diverse social media platforms, maximizing visibility and engagement.
- Maintain website content, curating press releases, speeches, and videos for an updated and polished online presence.

## EDUCATION

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**Collegio de Montalban, Rodriguez, Rizal**

2012 - 2016

B.S in Information Technology

- Award: Programmer of the Year

## SKILLS

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**Skills:** Web Development, CMS Platforms (WordPress, Joomla), IT Support, Troubleshooting, Technical Issue Resolution, System Development, Social Media Management, Content Creation, Project Management, Collaboration, Office Optimization, Livestreaming, Website Content Management, Maintenance.