

GHAIZAR BAUTISTA

WEB - DEVELOPER



CONTACT



Butuan City, Philippines



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+639 277 294 457

SOFT SKILLS

- Communication
- Organizational Skills
- Multitasking
- Attention to Detail
- Adaptability
- Customer Service
- Team Collaboration
- Problem-Solving

HARD SKILLS

- Technical Support
- Website Management
- Document Management
- Data Entry
- Email Management
- Project Coordination
- Process Improvement
- Scheduling

EDUCATIONAL BACKGROUND

Bachelor of Science in Computer Science
Taguig City University | 2014

PERSONAL PROFILE

Experienced Web Developer with over 4 years of expertise in creating and maintaining dynamic websites and web applications. Skilled in both front-end and back-end development, modern frameworks, and optimizing workflows to enhance user experience and meet business goals. Proficient in troubleshooting, client communication, and delivering efficient, high-quality solutions. Dedicated to staying updated with industry trends and driving innovation.

RELEVANT EXPERIENCE

IT Staff

Halal International Chamber of Commerce and Industries of the Philippines, Inc. | 2014- 2016

- Managed and organized digital documents, ensuring easy retrieval and efficient storage.
- Responded to email queries promptly and professionally, maintaining clear communication with clients and stakeholders.
- Updated and maintained website content, ensuring accuracy and relevance.
- Provided technical support and troubleshooting for internal systems and applications.
- Assisted in streamlining administrative processes to enhance overall productivity.
- Coordinated with team members to manage project timelines and deliverables.
- Conducted data entry and database management to support various operational functions.
- Created and maintained documentation for procedures and system updates.

Implementing Arabic Teacher

Deped | 2016-2023

- Developed engaging lesson plans and instructional materials.
- Assessed and evaluated student progress and provided feedback.
- Facilitated classroom management and fostered a positive learning environment.
- Collaborated with colleagues to enhance educational programs and strategies.
- Organized and participated in school events and community outreach activities.