



# VON CEDRIC FONTANILLA

WordPress + Elementor | React/NextJS Developer |  
Licensed Electronics Engineer | Executive Virtual  
Assistant

## CONTACT

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- Portfolio | [Github](#) | [LinkedIn](#)

## EDUCATION

### Bachelor of Science in Electronics Engineering

Colegio San Agustin - Bacolod |  
2018 - 2022

## SKILLS

- WordPress (Elementor, plugin setup, content updates)
- React, Next.js, TailwindCSS, Bootstrap
- Node.js w/ Express, Supabase, Strapi
- MySQL, PostgreSQL, MongoDB
- Git, GitHub, Vercel, Render
- YoastSEO, Responsive Design
- Email & inbox management
- Problem-solving & decision support
- File and document organization (Google Drive, Dropbox, OneDrive)
- Data entry & WordPress content management
- Handling confidential and sensitive information
- Process documentation (SOPs, workflows)
- Time zone coordination
- Report preparation (spreadsheets, summaries, briefs)

## PROFILE

Detail-oriented Full-Stack Developer and Virtual Assistant skilled in WordPress Elementor, and website optimization. Experienced in managing emails, files, schedules, and daily operations while simultaneously supporting web development tasks and full website builds. Combines technical expertise with strong organizational skills to help teams stay efficient, productive, and well-supported.

## EXPERIENCE

### Software Engineer - NPAX Philippines (On-site)

Nov 2022 - Nov 2023

- Developed new modules and enhancements for the Mini POS System Android application
- Maintained and updated client websites and mobile applications to ensure optimal performance
- Wrote advanced MSSQL queries for data processing, reporting, and system management
- Created and integrated REST APIs for AngularJS applications using Node-Red as the backend framework
- Led weekly code reviews, debugging sessions, and troubleshooting activities with the development team
- Prepared meeting materials and technical documentation for ongoing and upcoming projects

### WordPress Elementor Developer (Remote)

Wingman/Freelance | Jan 2024 - July 2024

- Designed and built responsive web pages using Elementor
- Customized plugins to match specific business requirements (Real Estate listings)
- Implemented SEO best practices using Yoast SEO and mobile-first design principles
- Set up and configured essential plugins based on project needs
- Created custom UI components using Elementor's HTML widget
- Updated and managed website content across multiple pages
- Coordinated with clients and teams for project discussions and requirements
- Converted Canva designs into fully responsive WordPress pages
- Provided support for client websites, ensuring timely updates and fixes
- Performed website maintenance, including WordPress core, theme, and plugin updates

### Freelance WordPress Elementor Developer | React/NextJS Developer | Executive Virtual Assistant (Remote)

Freelance | Aug 2024 - Oct 2025

- Redesigned client websites and converted layouts into fully responsive Elementor pages
- Customized WordPress plugins to meet business requirements, including booking functionalities
- Implemented SEO best practices using Yoast SEO and mobile-first optimization
- Developed a membership website using Next.js, Express, and MySQL
- Built a QR-code solution for lost-and-found items with automated SMS notifications
- Created a custom dashboard integrated with Accelo's API for enhanced workflow management
- Performed website migrations using cPanel and FTP
- Managed client inboxes, ensuring organized and timely communication
- Organized files and documents within OneDrive for streamlined operations
- Uploaded, updated, and maintained content across WordPress websites
- Prepared and submitted weekly progress reports to clients
- Managed administrative dashboards and performed routine website and system checks