

OBJECTIVE

To provide quality services that will help corporations reach their objectives while fostering my technical skills.

PROFICIENCIES

Operating Systems

- Windows 95/98
- Windows XP
- Windows Vista
- Windows 7
- Mac OS X

Common Technologies

- Wordpress, XHTML, CSS, JavaScript, PHP and Drupal

Applications

- Adobe: Flash CS4, Dreamweaver CS4, Photoshop, Fireworks CS4, Contribute CS4 and Acrobat (PDF documents)

Software

- Microsoft: Word, Excel
- Macintosh: Keynote, Pages, Numbers, iWeb and iMovie

Browsers

- Internet Explorer
- Safari
- Mozilla FireFox
- Google Chrome

Management

- Background in planning and execution of freelance web design. Maintains professional working relationships with clients and competitors. Highly developed interpersonal skills, working in a geographically diverse or virtual industry.

Customer service

- Work closely with clients to evaluate needs and provide follow-up instruction.

Creative solutions

- Use graphic design skills to create visually pleasing web designs.
- Have demonstrable research and analytical skills.
- Flexible & dynamic approach to problem solving.

Communication

- I am able to develop concrete, productive relationships with colleagues, clients, and staff . Adept understanding of the complex needs of others.

Interpersonal

- Highly motivated, self-starter. Comfortable teaching and leading others, as well as working as a team. Able to identify customer needs. Able to maintain sensitive and confidential corporate information. Maintain professional competence through continuing education and personal exploration of up-to-date technologies.

Artistic Vision

- Able to conceptualize freely & help clients develop exciting, consistent new ideas.

RELEVANT PROFESSIONAL HISTORY

Employment History

2006-2009

1 Net Marketing Services - Webmaster/Designer

Primary responsibilities included maintaining/creating web sites, newsletter, salespage, & customization of Wordpress. Designed prototypes for client proposals.

2007-2009

The Website Surgeon - Webmaster/Designer

Provided web site makeovers to increase interactivity visual appeal.

2010-present

Bionoble Research, LLC – Webmaster/Designer/SEO

Provided graphic design services for web sites and implement SEO strategy.

EDUCATION AND SPECIALIZED TRAINING

Ateneo de Davao University http://www.addu.edu.ph/	1996
Filipino Webmaster Training http://www.filipinowebmasters.com/	2005